

# Maria Montessori Academy

## Student Tuition and Fees Policy

### 1. Preamble

Maria Montessori Academy (MMA) is committed to providing a rich, holistic educational experience, including enriched academics, outdoor education, and a wide range of learning opportunities. Tuition and fees support the staffing, resources, and programming necessary to deliver this mission.

Because staffing, class composition, and operational planning are based on confirmed enrolment, enrolment represents a full-year financial and educational commitment. This policy sets out the tuition, fees, payment procedures, and the updated withdrawal/refund structure approved for implementation beginning in the 2026–27 school year.

### 2. Establishment of Tuition and Fees

The following fees may apply to students enrolled at MMA:

- Registration (processing) fee
- Tuition
- Debt Retirement Assessment
- Graduation fee (Grades 7–12)
- Supplies fee
- Student Enrichment fee
- Outdoor Education / Field Trip fee (transportation, accommodation, meals, entrance fees, and equipment rental)

The intent of activity-related fees is cost recovery rather than profit. Every effort is made to keep student fees to a minimum and to ensure fees are applied fairly and consistently.

The Board will review the schedule of fees annually.

### 3. Payment Procedures

#### 3.1 June 1 Prepayment

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Parents of returning and new students must pay, by June 1, one month of tuition in advance (less any previously paid deposit), plus all Fees. This June payment is a non-refundable prepayment that is credited to June tuition for the upcoming school year.

### 3.2 Electronic Funds Transfer (EFT)

Tuition for September through May is processed through Electronic Funds Transfer (EFT) unless an exemption is approved in writing by the Principal prior to June 1.

### 3.3 Required Documentation

All EFT documentation and a signed Enrolment Agreement must be submitted by the required deadlines for re-registration to be complete.

## 4. Withdrawal and Tuition Obligation

### 4.1 Annual Tuition Obligation

Enrolment at MMA constitutes a full-year financial commitment. Tuition is allocated to staffing and resources for the entire school year and is not divisible into monthly portions based on attendance.

Families remain responsible for deposits and the non-refundable June prepayment in all circumstances. In addition, the following tuition obligations apply depending on the date of withdrawal:

### 4.2 Tuition Owed Upon Withdrawal

| Date of Withdrawal                                             | Tuition Owed                                |
|----------------------------------------------------------------|---------------------------------------------|
| February 1 – August 31 (prior to the start of the school year) | 50% of the full annual tuition              |
| September 1 onward                                             | 100% of the full annual tuition (no refund) |

These amounts apply in addition to forfeiture of all deposits, including the non-refundable June payment.

### 4.3 Medical Withdrawals

In cases where a student must withdraw for documented medical reasons, the school may, at its discretion, consider a partial refund of tuition beyond deposits and the June prepayment.

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### 4.4 Notice Requirements

All withdrawals must be submitted in writing to the school office. The effective date of withdrawal is the date written notice is received.

## 5. Outstanding Tuition and Financial Hardship

If tuition payments fall into arrears, the matter will be referred to the Principal and/or Board Chair. Students may not be permitted to attend the following term unless satisfactory arrangements are made.

MMA is committed to ensuring that financial hardship does not prevent access to education. Families experiencing financial difficulty may apply for a bursary. All bursary requests are handled confidentially.

## 6. Responsibilities of the Principal

The Principal shall:

- Establish the annual schedule of fees in consultation with the Comptroller and, if needed, the Finance Committee.
- Ensure fees reflect cost recovery and support educational programming.
- Prepare a schedule of fees for Board approval at the first Board meeting in January.
- Provide the approved fee schedule to families prior to the re-registration period.
- Confidentially inform the Board of any bursary applications.

## 7. Responsibilities of the Board

The Board shall:

- Review and approve the annual fee and tuition schedule.
- Support and review requests for refunds that fall outside the standard withdrawal/refund policy.
- Facilitate bursary procedures for families experiencing financial hardship.
- Waive tuition for administration family members and apply staff tuition waivers in accordance with Board practice.

## 8. Definitions

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- Annual Tuition: The full tuition amount for the school year, exclusive of deposits.
- Deposits: Any non-refundable registration fees, June prepayments, and other advance payments identified as deposits in the Enrolment Agreement.
- Withdrawal: The permanent removal of a student from enrolment, whether voluntary or at the school's request.

### 9. Effective Date

This revised policy takes effect for enrolment and re-enrolment contracts signed for the 2026–27 school year and onward.