

## **TUITION POLICY**

### Revision C

#### **1. Purpose**

Immanuel Christian School (ICS) is an independent society-controlled and supported elementary school. All operational funding is raised from parents and supporters. The Board of ICS has been mandated by the school membership to gather sufficient funds to maintain operations of the school. All families with children attending ICS are responsible for paying their share of the educational costs as per the approved yearly operating budget of ICS. This policy has been adopted to ensure that sufficient funds will be available to support operations at ICS.

#### **2. Scope**

This policy applies to all families with students at Immanuel Christian School.

#### **3. Definitions**

N/A

#### **4. Accountability**

The Treasurer, supported by the rest of the Board, is responsible for enforcing this policy.

#### **5. Procedure**

##### 5.1. Tuition Concept:

School family educational costs are based on a per family charge with incremental increases based on number of children attending ICS. Tuition Assistance programs are offered through separate agencies as outlined in the Tuition Assistance Policy.

##### 5.2. Cost of Education:

Approximately 80% of the cost of education for each school family is covered by tuition payments. The remaining 20% is raised through various fundraising activities, rental of the school facilities, and through school society membership fees and donations. School families are expected to participate in fundraising activities, as they are the primary beneficiaries of the funds raised through these activities.

##### 5.3. Tuition Payment Terms:

By the third week of August, each registered school family will receive a tuition schedule together with a tuition payment form. Families will be required to complete this form indicating chosen method of payment. All tuition payment cheques must be enclosed with the completed Tuition Faith Promise form and returned to the school office on the September date specified. The board will be informed of all families that have not submitted their cheques by the specified date and will act promptly. Families that do not comply or make agreeable arrangements may not be permitted to return to the school.

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Tuition payments may be yearly, semester, or monthly (10 payments).

**Yearly payments:** Cheque dated September 2<sup>nd</sup> for the full year's tuition

**Semester payments:** Three post-dated cheques for the beginning of each term (September, December, and March). These cheques are to be forwarded to the school office on the September date specified.

**Monthly payments:** Cheques dated for the 1<sup>st</sup> of each month commencing September for 10 months. The post-dated cheques must be forwarded to the school office the first week of September

**5.4. Pro-rated Tuition:**

The ICS financial year is from September 1 to August 31. Families joining the school during the school year will be required to pay a pro-rated tuition based on a 10 month school year plus a \$100 administration fee.

**5.5. Reimbursements:**

Families who leave during a school year will be reimbursed 100% of remaining months of tuition, excluding the month in which they leave, less any monies owed, less a \$100 administrative fee.

**5.6. The following situations will result in a \$30.00 administration fee imposed by the school society on the cheque issuer:**

- Cheques which are returned by the bank to the school due to insufficient funds
- Requests to delay the processing of a tuition cheque due to lack of funds in account

**5.7. Families, whose initial enrolment at Immanuel is for children who are only in either grade 7 or 8, will be assessed a \$1000.00 surcharge.**

**5.7.1. Families who transfer from another Christian school are exempt from the surcharge.**

**5.8. Tuition Arrears:**

The following procedures will be followed for families who fall behind in their tuition payments:

**After 30 days:** A letter will be sent detailing the amount in arrears, requesting payment for amount owing.

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After 45 days: A phone call from a member of the finance committee reminding them of their arrears and requesting payment

After 60 days: A visit by 2 members of the finance committee will be arranged. A personal evaluation of the financial situation will be made and a recommendation made to the Board. This may include a revised payment plan, however all outstanding tuition payments must be paid by August 31 of the current school year. Should tuition still be in arrears, the parents will not be permitted to register their children the following year. This will be waived when the tuition arrears is paid in full.

After 90 days: The Board will be fully informed of the arrears account. Parents lose their privilege of attending or voting at Society meetings or attending school events (i.e. graduation).

The board may exercise the right to take legal action as part of its fiduciary responsibilities.

#### 5.9. Summary:

With the privilege of providing Christian education to our school children also comes the responsibility of meeting our obligations towards the financial well being of the school. Each family is expected to cooperate with the school administrative body through prompt and timely payment of tuition to ensure the continuing availability of quality Christian education at Immanuel Christian School.

#### 6. Reference Documents

Tuition Finance Policy, ICS, January 2002

#### 7. Records/Forms Used

- N/A