

Huron Christian School Society

# Tuition Handbook

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## Tuition Handbook

The word “tuition” may be interchanged with such terms as “commitment pledge”, “financial commitment”, or “parental contribution”. This denotes the voluntary nature of payments made by families to Huron Christian School Society. For simplicity purposes, the word “tuition” will primarily be used in this policy.

### 1) Tuition Payment Procedure

a. New families: After admission is complete, the new family will be required to fill out and sign a Payment Schedule for the upcoming school year by the last day of the school year that will establish the contracted financial obligation for the annual tuition. The new family will also be required to make a \$500.00 deposit, which is non-refundable after June 1st to ensure their child's (children's) enrolment in the upcoming school year. This deposit will be applied to the first month's tuition payment. Failure to complete the Payment Schedule will result in a delay in the child's admission to class in September.

b. Returning families: Returning families are required to fill out and sign a Payment Schedule for the upcoming school year on or before the last day of school in June. Failure to complete Payment Schedule will result in a delay in the child's admission to class in September.

Payment may be made through the following three options as per payment schedule:

1. 10 consecutive monthly PAP (pre-authorized payments).
2. 12 consecutive monthly PAP (pre-authorized payments).
3. One lump sum payment post-dated no later than October 1st submitted on or before the last day of school in June. A cheque will be accepted for this method of payment.
4. Requests for any other payment schedule must be made in writing via the Payment Schedule on or before the last day of school in June and must be approved by the Finance Committee.

Failure to have alternative schedule approved will result in an expectation of payment in the form of 10 consecutive monthly PAP.

In the event a payment schedule is not received on or before the last day of school in June deadline, the following process will be initiated:

**Step 1** - Phone call from a member of the Finance Committee the first week of July.

**Step 2** – July 15 letter from the Finance Committee stating the payment schedule and cheques have not been received. The 2% discount on the invoice for timely return of paperwork will no longer apply. The admission of the children to class will be delayed until such time as the family’s financial obligations have been met.

**Step 3** – One week prior to the start of school, bus drivers will be notified of children not to be picked up, and class lists will be updated.

Children will be eligible for entry into class 24 hours after a signed payment schedule and cheques are received.

Families who enroll or remove their children throughout the school year will be required to pay the pro rata share of tuition based on the number of instructional days their children were enrolled and the total number of instructional days in the school year. Families whose children

are enrolled and begin attending during the school year will be required to pay the pro rata share of tuition based on the number of instructional days their children are enrolled and the total number of instructional days in the school year. For enrolling families a completed Payment Schedule and cheques will be required with the application form as per tuition refund policy.

c. All Families: A membership fee of \$400 will be included in the first tuition installment. Families who are not members at HCS will be required to pay \$400 more in tuition.

## 2) Tuition Discounts and Incentives

a. Shop and Save amounts – When a participating family has opted to have their profit-credit applied to their tuition costs in the upcoming school year, the credit that family has earned (through its own purchases, and through the purchases of supporting families), will be applied to the tuition invoice issued in June, for the upcoming school year. Cheques will not be issued for family-profits earned.

b. A discount of \$500.00 will be given for those who have children in London and District Christian Secondary School and Huron Christian School. Parents must indicate on the Payment Schedule their desire to receive the discount.

c. All families who submit their tuition paperwork for the upcoming year on or before the last day of school in June will receive a 2% discount.

## 3) Tuition Bursary

The following plan allows for a structured, objective process for tuition bursaries along with good financial stewardship of HCS.

All aspects of the tuition bursary program are to be removed from the budget. All families attending HCS will be expected to pay the entire tuition amount as outlined in the budget and tuition payment policy. We acknowledge that not all families will be able to do so. If a family is unable to fulfill their financial obligations, they will be able to apply for a tuition bursary for help in meeting their obligation. **This application is to be submitted no later than July 1 except in the case of unforeseen circumstances.**

### Tuition Bursary Application Process

The Tuition Bursary Fund is a separate account used only for the collecting of donations for Tuition Bursaries and the payment of tuition to the general operating fund. The Tuition Bursary Fund is a need based fund and requires full disclosure to be accessed. It is also an expectation that once a family graduates from Christian Education they will commit to contributing to the Tuition Bursary Fund. **Participation in this program is completely voluntary but deadlines must be followed or the application will not be processed.**

The Tuition Bursary Coordinator will meet with each family requesting assistance, arrange for the delivery of the appropriate financial information (asset/liabilities statement, T4, T1 general and statement of business activity, corporate T2, investments) to a neutral third party. Families are required to submit photocopies of the documents which the third party will shred after the process is complete. The third party will determine the amount of tuition a parent is able to pay.

At this meeting there will be a discussion of alternative sources of funding and the parents will be asked for permission for the Tuition Bursary Coordinator to contact family members to request donations to the Tuition Bursary Fund. (He or she will follow up with a letter and visit to all grandparents) **This meeting will take place no later than August 1.**

The third party will determine the tuition bursary independent of the fact that the family may have a child that qualifies as a student with special needs. Tuition bursaries will not fund anything above and beyond the set tuition rate. Amounts such as the family's share of special needs costs and extracurricular activities will not be included in the support calculation and do not qualify for tuition bursaries.

Once the amount of the parent's contribution to tuition has been determined the third party will notify the parents and the Tuition Bursary Coordinator. The Tuition Bursary Coordinator will notify the appointed member of the Finance Committee of the amount and invoices will be sent by the Treasurer. This amount is now subject to the tuition payment policy. Only the Treasurer, the Tuition Bursary Coordinator and the Chairperson of the Finance Committee will know who is receiving Tuition Bursaries. It is the expectation that all families receiving tuition bursaries are required to pay their membership fee separately from the Tuition Bursary Program.

By September 1 the Tuition Bursary Coordinator will know the number of families and children receiving tuition bursaries and the total amount needed to be collected from other sources for the school year. At this time he/she will activate a coordinated strategy to meet that amount on a monthly basis.

- This amount will be lifted in prayer in the pink sheet.
- At fall membership meeting a verbal report will be given by the Tuition Bursary Coordinator indicating the number of children receiving assistance and the amount per child for the year as well as the monthly total needed. A written report will go in the membership packages.

**Note: In order set this as a priority, until all the funds for this commitment have been raised no other drives or fundraisers can be planned without board approval prior to February 15 of the school year.**

#### **4) Tuition Procedure for Families with Children with Special Needs**

Once parents and the administrator have agreed upon the level of assistance and support necessary for a child with special needs, the expense of that program outside of the budgeted program will be calculated. The funding will follow this process:

1. The principal will assist the parents in attaining CCAC support/funding when appropriate.
2. HCS will budget up to 3% of its annual budget to help fund students with special needs. The available funds will be evenly divided among the children who qualify to a maximum of 1/3 of the child's financial needs.
3. The unfunded cost of the special needs program will be the responsibility of the family.
4. The principal in conjunction with the fundraising committee will provide advice to parents in how to proceed with fund raising. This may include the following possibilities:

- Church Support – the parents are encouraged to approach their church to consider a special offering to help with the need.
  - Fundraising – the parents will be encouraged to consider initiating a special fundraiser for the need.
  - Extended families of the child with special needs – the parents are encouraged to seek support for the need from extended family members.
5. The family will be asked to sign a partnership agreement outlining each party's responsibilities as outlined in the "Admission Process for Students with Special Needs". The deadline for this will be June 1.
  6. The family will be asked to submit an approved fundraising plan prior to August 1 of the upcoming school year. The plan will be approved by the fundraising committee. Failure to do so will result in the family being deemed in noncompliance with the tuition policy.
  7. On December 1, the family's fundraising efforts and payments towards the special needs program will be evaluated.
  8. Only those families who have indicated their intention to enrol their child with special needs by February 28 will be partially funded through the HCS budget as outlined in #2 above. Families enrolling their child after that date may be covered if funds are available.
  9. All funds must be raised prior to July 31 of the ending school year. Failure to do so will result in the family being deemed in noncompliance with the tuition policy.

### **5) Procedure regarding non-compliance with the Tuition Policy**

1. Payment Schedule: must be submitted on or before the last day of school in June; admission to class is contingent upon receipt of Payment Schedule.

2. Held Cheques: A post-dated cheque may be held back from being deposited for 30 days on approval of the Treasurer.

If a family requests that post-dated cheques be held for two months in a row, the Treasurer will contact the Tuition Bursary Coordinator and the family to initiate the Tuition Bursary application. If the matter is one of unwillingness to meet financial obligations, the account will be processed as Tuition Arrears.

3. NSF cheques: The Treasurer will notify the family that a NSF cheque has been returned and a NSF charge of \$50 will be applied.

A replacement cheque shall be sent to the school within one week of notification. Failure to provide the replacement cheque or the occurrence of a second NSF cheque will result in an interview with the Tuition Bursary Coordinator and the family to review their contribution schedule. Failure to collaborate with the Tuition Bursary Coordinator will result in the account being transferred to Tuition Arrears.

4. Withheld payment: Failure to submit post-dated cheques as pledged or fulfill signed Payment Schedule will transfer account to Tuition Arrears.

### **6) Tuition Arrears Collection Policy**

The collection of tuition and other program payment arrears is the responsibility of the finance committee of the Huron Christian School Society. These volunteers are charged with good stewardship of the school's financial resources. They are required to report to the Board of Huron Christian School Society the number of families who are receiving a letter in regards to tuition and other program payment arrears. When a family falls into tuition and other program payment arrears, it will be assigned an identification number by the Finance Committee. This

identification number will be used when communicating with the Board or at Finance Committee meetings. Under this system the Treasurer of HCS will have care and control of payment schedules, written tuition recommendations from the independent third party where they exist and records of late and missed payments for each family whose children attend HCS. These files will also contain records of contact with the parents regarding all financial matters, for example, meeting forms filled out by the Tuition Bursary Coordinator for each meeting attended or missed by the parents. The finance committee will also fill out a phone log sheet for each follow up call made to parents in regards to tuition. These files will be kept for six years after a family is no longer in attendance at HCS, at which point they will be destroyed. Once a year, the chair of the finance committee will audit these records. He or she will report the outcome to the board. The finance committee is appointed by and responsible to the board, failure to carry out these documentation requirements will result in the non-compliant member being removed from the committee.

All parents with amounts outstanding will be sent a registered letter stating:

1. A financial commitment has been made to HCS and it has not been honoured. This has serious repercussions for the school.
2. A Board member will be contacting you within a week to arrange a meeting to discuss this. If you are unable to meet with us, please remit the outstanding amount to the treasurer.
3. Each family will meet with a designated Board Member and Finance Committee Member at the school. At the meeting a plan will be developed to make payments to deal with the arrears.
4. Follow up calls will be made if there is a deviation from the payment plans.
5. If parents are unwilling to work with the board/finance in 30 days the account will be sent to a collection agency.
6. Failure to resolve payment of tuition by May 31 will result in a June 1st letter informing the family of their need to seek an alternative means of education for the ensuing academic year or years until tuition or other program payment in arrears has been paid. This letter is to be sent to the family by registered mail.

## **7) Tuition Sponsorship**

In the event that a sponsor wishes to pay the school directly for a specific family's tuition, these steps will be followed when determining the donation receipts to be issued:

- a) The cost of education (as determined by the OACS) will first be applied to the tuition payments made by the family.
- b) If the payments made by the family are less than that family's cost of education, the remaining cost of education will be applied to the payments made by the sponsor.
- c) A donation receipt will be issued to the sponsor at the end of the calendar year for any payments made over and above the cost of education.

Should the sponsor and supported family wish to have the cost of education and donation be allocated in a different manner, this must be submitted in writing and submitted to the Finance Committee for approval prior to receipt of the first sponsorship payment.

Once a donation allocation method has been determined (default method or requested method in writing), it cannot be changed until the beginning of the next fiscal year (August 1).