

# **Pacific Montessori Society**

## **TUITION FEES POLICY**

---

**Effective Date: December 13, 2010**

### **POLICY STATEMENT**

The Pacific Montessori Society expects students to be enrolled at Selkirk Montessori School for a full academic school year, or a portion of the school year that remains after the date of entrance.

Parents/caregivers who enroll students at Selkirk are contractually obligated to pay tuition fees agreed to in writing during the registration process.

If a student leaves the school during the academic year, the Society will retain tuition fees to cover all of the last month of enrollment, plus 20% of the full-year tuition fees (equivalent to a further two of the ten months of the academic year), regardless of the reason for departure.

### **POLICY RATIONALE**

As a private educational institution the Pacific Montessori Society incurs expenses of a continuing nature throughout the calendar year including, for example, staff and administration salaries, building maintenance, and lease payments. In order for the Society to effectively satisfy its financial obligations, it is essential that the revenue from tuition fees be assured.

Changes in family circumstances, disciplinary action or other causes may result in a student leaving the school before the end of the academic year. Early departure of a student can have significant financial impacts on both the parents/caregivers and the Society.

In such circumstances, this policy provides for sharing of the burden between the student's parents/caregivers and the Society, by providing some flexibility on tuition fee obligations while also partially protecting the Society's financial interests.

This policy also intends to discourage hasty decisions to withdraw students.

### **SCOPE**

This policy applies to all tuition fees paid for students at Selkirk Montessori School.

## **POLICY AND PROCEDURES**

### ***I. Determination of Tuition Fees***

Tuition fee schedules are developed by the Administrative Head. Since revenues from tuition fees are an important part of the budget for Selkirk, the tuition fee schedules are approved by the Society's Board of Directors.

Parents/caregivers agree to the level of tuition fees applicable to their student at the time of registration.

If parents/caregivers know at the time of registration, or at any subsequent time before or during the academic year, that the student will attend Selkirk for only a limited part of the school year, a written notification should be submitted to the Administrative Head as soon as possible. The Administrative Head may then determine pro-rated tuition fees based on a partial academic year.

### ***II. Payment of Tuition Fees***

Tuition fees are payable in advance either in full or on a payment schedule approved by the Administrative Head:

- a) Payment in full must be received no later than June 30<sup>th</sup> for returning students and new students who registered in the preceding January through May.
- b) Payment in full for late registrants is due at the time that enrollment is confirmed.
- c) Payments on a schedule are due on the first of each month, beginning June 1<sup>st</sup> for returning students and new students who registered in the preceding January through May. By September 1<sup>st</sup>, and for all months that a student is enrolled, payment shall have been received in advance for the current month of enrollment plus at least 20% of the full-year tuition fees (two of ten months).
- d) Payments on a schedule for late registrants are due at the time that enrollment is confirmed and on the first of each month after that. By the third monthly payment and for all subsequent months that the student is enrolled, payment shall have been received in advance for the current month of enrollment plus at least 20% of the full-year tuition fees (two of ten months).

### ***III. Student Enrollment***

A student who attends classes for one or more days of a month is deemed to be enrolled for the whole month, unless otherwise agreed in advance, and tuition fees are due for the whole month.

A student who is not attending classes is deemed to be enrolled unless the Administrative Head receives written notification from the parents/caregivers that the student has been or will be withdrawn. The end of enrollment will be deemed to be the end of the month in which notification is received, or the end of the month of the future date specified in the notification. Tuition fees are due for the whole month for either date.

#### ***IV. Non-payment of Tuition Fees***

Tuition fee payments agreed to at the time of registration not paid in accordance with section II will be treated as an unpaid debt. The Society's accountant and Administrative Head will work with the parents to resolve the situation and, if necessary, pursue appropriate action.

If the non-payment occurs before the beginning of classes, the student's space may be considered available for another student.

#### ***V. Refund of Tuition Fees***

If parents/caregivers withdraw a student before the end of the academic year or other end of enrollment previously agreed to, the parents/caregivers may be eligible for a partial refund of tuition fees. To receive a refund, the parents/caregivers must submit written notification to the Administrative Head stating the date of withdrawal, a clear explanation for the withdrawal, and a request for any eligible refund of tuition fees.

Upon receipt of the written request, the Administrative Head shall pay a refund of eligible tuition fees.

If a student is dismissed from Selkirk by the Academic Head, the Administrative Head shall pay a refund of eligible tuition fees.

Tuition fees eligible for a refund are paid fees in excess of:

- a) 20% of annual tuition fees, if the student leaves before the student's classes begin, or
- b) Tuition fees for the last month of enrollment plus 20% of full-year tuition fees, if the student leaves after the student's classes have begun.

If less than the above amounts are available to be retained by the Society (e.g., during the last two months of the academic year, or if scheduled payments are late), there will be no refund.