



**Pacific Montessori Society  
Revised Tuition Fee Policy  
Approved May 25, 2008**

**Policy Statement/Overview**

As a private educational institution Selkirk Montessori School 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 Selkirk to effectively satisfy its financial obligations, it is essential that the revenue from tuition fees be assured.

**Binding Contract**

Students are enrolled at Selkirk for a full academic school year or a portion of the school year that remains after the date of entrance.

Parents or guardians who enroll students and begin the academic year at Selkirk are obligated, as outlined in the Selkirk Application Form, to pay the entire tuition fee for the academic school year. This provision applies whether or not such fees are paid in one or more installments; and whether or not fees are due and/or paid before or after the academic school year commences.

**Advance Partial Registration**

- a) In the event that, prior to registration of the first day of school, a parent/guardian provides written notification to Selkirk that the student will attend Selkirk for a limited part of the school year, then the full tuition fees will not be charged to that parent/guardian.
- b) In the circumstances described in the paragraph above the pro-rata tuition fees payable will be determined at the time of registration.
- c) The parent/guardian will be responsible for full payment of the pro-rata tuition fees whether or not the student remains enrolled at Selkirk for the duration of the pre-determined part of the school year.

A parent or guardian who withdraws a student prior to the "agreed upon limited part of the year" will be subject to the procedures outlined in the Refunding Tuition Fees section of this policy.

**Refunding Tuition Fees**

A parent/guardian may apply to the Administrative Head for a refund of tuition fees if a student is withdrawn before the end of the year or the agreed upon limited part of the year, or is dismissed from the school.

If the written request is made before the start of the school year, the Administrative Head will refund paid tuition fees less an administration charge of 10% of the annual tuition fees to cover costs incurred by the school.

If the written request is made after the start of the school year, the Administrative Head has authority to refund tuition fees, pro-rated for the time the student spent at the school, only if a new student is enrolled at Selkirk to replace the student who is withdrawn or is dismissed from the school.

If a new student is not found, then it is at the discretion of the Board of Directors of the Pacific Montessori Society to authorize a partial or full refund. In this case, a parent/guardian requesting a refund must write to the Board explaining why they are withdrawing the student from the school and stating a compelling reason or circumstance for seeking a refund.

The Board may or may not refund tuition fees for a student who is expelled from the school.