

Wallaceburg Christian School Society - Board Policy Manual

Section: Finance Subsection: Tuition
Subject: 402-Tuition Payment Policy Effective: May 2009

TUITION PAYMENT POLICY

1. The tuition cost for a family to send their children to WCS is determined each year at the preceding Spring Membership meeting.
2. Tuition payments are to be made in any one of the following ways:
 - spread over 10 cheque payments (monthly payments on September 1 thru June 1)
 - quarterly (four payments: on September 1, December 1, March 1, and June 1)
 - semi-annually (two payments: one on September 1 and the other on February 1)
 - annually (one payment on either December 1 or January 1)
 - under special circumstances, other arrangements can be made with the treasurer.
3. In mid-May, families are notified of their next academic year's tuition cost, CEAF calculation, and TRIP reduction. To re-enroll their children for the next school year, a registration form must be completed and returned by June 1. Post-dated checks covering the full tuition amount must be attached to the registration form, unless other detailed arrangements have been made in writing as agreed upon with the Treasurer. For new families arriving after this date, all tuition arrangements must be in place prior to their children starting school.
4. Families requesting Tuition Assistance must submit a completed TAF request form on or before the first day of school. The TAF committee will respond with a completed analysis by October 1.
5. All families will strive to remain current with their payments. If, during the year, families anticipate difficulties in maintaining their scheduled payments, they should contact the Treasurer **immediately**.
6. A letter will be sent by the Treasurer to any family that is three months or more in arrears: informing them of the same and requiring them to document how they will become current with their payments as soon as possible. The Treasurer will inform the Board of the Society. The Board of the Society reserves the right to suspend enrollment privileges to those families who are in arrears.
7. All tuition payments for the past academic year must be made in full by July 1. The Treasurer will inform the Board of the Society of any families with outstanding payments. The Board of the Society reserves the right to refuse enrollment for the upcoming school year to those children whose families are in arrears for the past academic year and have not agreed to an appropriate, documented and signed repayment agreement.
8. All tuition cheques paid to the Society are to be made payable to "Wallaceburg Christian School". For all payments returned "NSF", a \$25 fee will be levied.
9. New families who transfer into our school must have their tuition paid in full to the previous school.
10. Tuition costs will be pro-rated for families entering or leaving partway through the school year. A calculation dividing the yearly tuition by 10 months multiplied by the number of calendar months in which the child attended classes will determine the tuition owed. A refund cheque will be issued to reimburse any overpayments unless a tax receipt for that overpayment has already been issued: in which case there will be no reimbursement.