

Christ the King School

A School in the Catholic Tradition since 1955



Guidelines and Procedures for Payment of Tuition and Fees (Operational document of the Tuition Policy) Revised Jan 12, 2023

Tuition Fee Administration:

Application/Re-Registration fee must accompany all new or returning admission forms.

Tuition must be paid with the following options:

- 1) **Payment in full** by Cash, Cheque (payable to Christ the King School)
- 2) **E-transfer** (to finance@ctkschool.ca with child's name and reason for e-transfer in the Memo section)
- 3) **Monthly** Pre-Authorized Withdrawal (on the 1st or 15th day of the month)

Late Fees/Over Due Accounts:

Christ the King School understands that unexpected circumstances happen in each family unit that may make it difficult to make a scheduled payment. Should this happen it is the family's responsibly to contact the school within 5 days of an overdue account. It is the family's responsibility to arrange a payment plan to clear up their account (including payment dates and amount to be paid) to avoid any additional account charges. Your contact in regards to late payments is finance@ctkschool.ca

All accounts **30 days overdue** (tuition and fees) will have their account reported to the office. The family will be notified of this via a letter from the Accountant and will be required to follow up with a plan to make a payment as soon as possible. Repeated late payments will be brought to the attention of the Principal.

Accounts remaining in arrears for **over 60 days** will be subject to additional fees of \$5/day for every day until the account is paid in full. All accounts in arrears for over 60 days will also be reported to the Board of Directors.

Repeated late payments on accounts where no payment plan has been arranged, may affect enrollment for the upcoming school year.

Families with accounts in arrears for over 60 days will not be offered reregistration packages until the outstanding fees are paid in full, or an arrangement to pay the outstanding fees in a timeline suitable to the school (including substantial progress in reducing the outstanding balance) has been made. The school reserves the right, where reregistration packages are not received back by the school by the deadline, to declare the space vacant and allocate that space to a new student.

Should a family leave the school with an outstanding account this amount will be sent to Commercial Credit Adjusters (204- 958-5850).

Re-Registration Fee:

In the event that a current family leave Christ the King School (a student withdraws or is dismissed for any reason) the parents or guardians forfeit the Re-Registration Fee.

Application Fee:

If there is a lack of space but the applicant is asking to be remain on the waiting list for the year applied, the entire \$100 application fee will be held until the applicant requests to be removed from the waiting list. The request for refund must be made in writing.

Tuition Refund:

If a student leaves during the school year, the family owes tuition for the months they attended. Fees will be refunded if the family has prepaid their tuition.

General Guidelines:

A Tuitions Fee Schedule will be determined by the Board of Directors on an annual basis, and prior to the Application and Re-registration Period. The Schedule of Fees will be included in the Application/Re-Registration Package.

For families who need financial assistance – eligible bursary recipient; “temporary” inability to pay tuition fees; cannot afford to pay tuition fees at all:

Families are responsible for informing the Principal at application/re-registration of their need for financial assistance or if anything changes for the family during the course of the school year. The Principal will determine the appropriate assistance based on the circumstances and situation of the family. The financial arrangement will be determined and mutually agreed upon by the family and the Principal. A letter confirming this agreement will be signed by both the Principal and parent/guardian. A copy will be kept on the families file.

The Accountant will follow through with the agreed upon financial arrangements during the school year. A letter confirming the end of the agreement will be sent out prior to the end of the agreement period. A yearly review will be completed to assess the ongoing need for financial assistance upon re-registration by the Principal.