



TUITION FEES POLICY

Policy Statement

The Montessori in Delta Society (MIND) expects students to be enrolled at Boundary Bay 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 BBMS are contractually obligated to pay tuition fees agreed to in writing during the registration process

If a student leaves the school between September 1 and January 31, MIND will retain the balance of tuition for the period up to the end of the first reporting period; January 31st regardless of the reason for departure.

If a student leaves the school between February 1 and June 30th, MIND will retain the balance of tuition up to the end of the second reporting period; June 30th, regardless of the reason for departure.

Should a new student enrol, who would take the place of the student who is leaving and therefore assume tuition, the family who is leaving would be waived of the financial obligation

Policy Rationale

As an independent educational institution MIND incurs expenses of a continuing nature throughout the calendar year including, but not limited to; staff & administrative salaries, building maintenance, lease payments, utilities, and educational software. In order for MIND 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 a significant financial impact on both the parents/caregivers and MIND. In addition to the loss of tuition, BBMS is also affected financially by the loss of the BC Ministry of Education educational grant when students do not attend a minimum number of days in a school calendar year.



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

This policy also intends to discourage unsound decisions to enrol and hasty decisions to withdraw students.

Scope

This policy applies to all tuition fees paid for students age 5 (Kindergarten) and older at Boundary Bay Montessori School, an independent school under the BC Ministry of Education.

Policy Procedures

I. Determination of Tuition Fees

Tuition fee schedules are developed by the Head of School and MIND Board of Directors. Since revenues from tuition fees are an important part of the budget for BBMS, the tuition fee schedules are approved by the MIND Board of Directors.

Parents/caregivers agree to the level of tuition fees applicable to their student/s 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 BBMS for only a limited part of the school year, a written notification should be submitted to the Head of School as soon as possible. The Head of School 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 Head of School & MIND Board of Directors:

1. a) Payment in full must be received no later than July 15th for students beginning in September of the year.
2. b) Payment in full for late registrants is due at the time that enrollment is confirmed.
3. c) Payments on a monthly schedule are due on the first of each month, beginning September 1st of the school year.



4. Non-fundable deposits equalling **two** months of tuition are due at the time of registration (March-June) for a September start.

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 Head of School 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. MIND's Treasurer, Accountant and/or Office Administrator 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 a student is dismissed from BBMS by the Head of School or their delegate, a refund of eligible tuition fees will be granted on the basis of a January 31st or June 30th departure as stated in #12 of the Memorandum of Understanding.