



SCHOOL FEES PAYMENT POLICY & TUITION REFUND POLICY

1. WHAT IS THE SCHOOL FEES PAYMENT POLICY?

This School Fees Payment Policy sets out the School's policy related to the School Fees payable by parents or guardians of a Student in respect of an Academic Year.

2. WHAT IS THE TUITION REFUND POLICY?

This Tuition Refund Policy sets out the School's policy related to refunds of School Fees.

3. DEFINITIONS

- 3.1. **"Academic Year"** means the first day of school in September until the last day of school in June, including weekends and holidays.
- 3.2. **"Base Tuition"** means the annual tuition fee payable for an Academic Year, which for clarity does not include the Deposit, Consolidated Activity Fee, the Learning Strategies Fee, or the Technology Fee.
- 3.3. **"Consolidated Activity Fee"** is the annual fee payable for School expeditions, excursions and discovery week trips.
- 3.4. **"Contract"** means the School Fees Contract entered into by the parents or guardians of a Student in respect of an Academic Year.
- 3.5. **"Deposit"** means the fee payable to reserve a spot for a Student at the School for an Academic Year.
- 3.6. **"Extended Payment Plan"** means the payment plan described below in section 4.4.
- 3.7. **"Learning Strategies Fee"** means the fee payable for additional support services provided to a Student by the School.
- 3.8. **"School Fees"** means the total of all fees combined including Base Tuition, Consolidated Activity Fee, Technology Fee and, if applicable, Learning Strategies Fee.
- 3.9. **"Student"** means an individual that has been accepted to attend the School as a student during an Academic Year and in respect of whom a Contract is entered into by the parents or guardians of the individual.
- 3.10. **"Technology Fee"** means the fee payable for provision of technology platforms, services and equipment for use by a Student.
- 3.11. **"Temporary"** means fewer than 31 consecutive days.
- 3.12. **"Unused Tuition Balance"** means the Base Tuition multiplied by a fraction equal to the number of days remaining in the Academic Year at the time of Withdrawal divided by the total number of days in the Academic Year.
- 3.13. **"Withdrawal"** means complete, voluntary or involuntary withdrawal of a Student from the School before or during the Academic Year.

4. SCHOOL FEES PAYMENT POLICY

- 4.1. The School establishes the School Fees on an annual basis in respect of the subsequent Academic Year.
- 4.2. The Contract must be signed by the parents or legal guardians of a Student and delivered to the School by the date set by the School and communicated to parents or guardians of a Student.
- 4.3. The Deposit in respect of an Academic Year is payable by mid-March of the preceding Academic Year, or on such other date as set by the School.
- 4.4. Payment of School Fees is due on June 1st of an Academic Year for the subsequent Academic Year. If selecting a payment plan, the options are 12 equal monthly payments due on the first of each month beginning June through to May or a quarterly payment plan with payments due on the first of June, September, December and March.
- 4.5. If selecting a payment plan an administration fee will be charged. Interest at 2% (annualized) will be charged on installments that are made quarterly and interest will be charged at 3% (annualized) on tuition paid on a monthly basis.
- 4.6. If a family is awarded Financial Aid, the administration fee for payment plans will be waived.
- 4.7. Past due payment of School Fees, or any portion of it (30 days and older), are subject to interest of 1% per month (12% per annum).
- 4.8. Any fees, charges or other expenses, including administrative costs, incurred by School as a result or in connection with a missed payment or a payment that is not processed due to non-sufficient funds, will be payable to the School as additional fees. The fee levied for missed payment or non-sufficient funds is \$45 per incident.
- 4.9. If a payment plan is not adhered to as agreed (i.e. if a scheduled payment is missed, or a payment is returned NSF and the parents/guardians do not bring the student's account up to date within 30 days), the entire balance of fees for the year will become due and payable in full 30 days after the date the missed or NSF payment was originally due, and will be subject to interest as set out above in paragraph 4.6.
- 4.10. The Learning Strategies Fee is payable in respect of Students that require such support from the School.
- 4.11. The Learning Strategies Fee is subject to change as the specific needs of the student are determined over the course of the year. However, efforts will be made to establish the amount of the Learning Strategies Fee in advance of each term.
- 4.12. Students are automatically enrolled in each subsequent year unless a parent or guardian notifies the School before March 15 of the preceding Academic Year.
- 4.13. Island Pacific School will do its best to accommodate financial circumstances requiring

unique payment plans. However, any accommodations made to these payment plans are at the discretion of the Head of School and must be agreed to by the family and the Head of School in writing, signed by all parties, prior to the payment due date of June 1st.

- 4.14. If School Fees, or any portion of it, is not paid when due and if notice to the parents or guardians of a Student such fees remain unpaid, the School may refuse to permit the student to return to the School until the outstanding fees are paid.
- 4.15. If a portion of School Fees remains unpaid at the end of an Academic Year, the Student will not be permitted to return to the School until the outstanding account is paid in full, together with any interest and other service fees payable.

5. TUITION REFUND POLICY

- 5.1. Due to the nature of the School's operations and commitment to its Students, the financial obligation of parents and guardians to the School is for the full amount of the School Fees as stated in the Contract.
- 5.2. Withdrawal of a Student does not reduce the School's annual operating expenses and therefore, out of necessity, the School is unable to provide a refund or reduce the School Fees payable with exceptions outlined in section 5.4 below.
- 5.3. The Deposit, Consolidated Activity Fee, Technology Fee and Learning Strategies Fee are non-refundable, without exception.
- 5.4. The School may, at its discretion, refund the Unused Tuition Balance in cases of death, or Withdrawal due either to a bona fide physical disability or mental or nervous disorder, which is not a Temporary condition and has been diagnosed by a legally qualified medical practitioner and for which the Student is receiving or has received treatment, resulting in the Student being unable to complete the Academic Year.
- 5.5. For the School to consider a refund pursuant to Section 5.4, the parent or guardian must provide a written request for a refund along with a written diagnosis from a certified medical practitioner confirming the condition resulting in the Student's Withdrawal.
- 5.6. Notwithstanding section 5.4, refunds are not given for absence or Withdrawal due to the use of alcohol or drugs (any drug or agent classified as a narcotic, hallucinogenic, psychedelic or those having a similar classification or effect) unless it is prescribed and administered while under the care of a certified medical practitioner.