

POLICY 301

Tuition Policy

LHCS Statement of Purpose

"We believe it is our responsibility as Christians to raise children in the light of God's Word. The education of children must be Christ-centered, equipping them to become responsive disciples of Christ who seek the will of the Lord in all aspects of life."

LHCS Mission Statement

"For the children of Christian parents, Laurentian Hills Christian School provides Christ-centered quality education to the whole child in a supportive, loving, diverse, dynamic and growing parent run school."

LHCS Vision Statement

"Kitchener-Waterloo Christian School Society advances dynamic, excellent Christ-centered education through unconstrained facilities, exceptional programs, and extensive resources that cultivate responsive disciples of Christ."

The overall objective of this policy is to ensure that each parent is treated in a fair and consistent manner and also to ensure the ongoing financial stability of Laurentian Hills Christian School.

The word "tuition" may be interchanged with such terms as "commitment pledge", "financial commitment", or "parental contribution". This denotes the voluntary nature of payments made by families to Laurentian Hills Christian School. For simplicity purposes, the word "tuition" will primarily be used in this policy.

Tuition shall be paid at the rate set by the Board. The tuition amount is subject to change annually at the time the budget is approved by the membership.

The following steps outline the procedure involved in tuition payment.

- A. Receipt of completed Tuition Payment Schedule by June 30 is required for enrolment. Failure to complete Payment Schedule may result in a delay in the child's (children's) admission.
- B. The three options for payment of tuition are as follows:
 - 1.) Tuition in the form of ten consecutive monthly post-dated cheques or one lump sum payment beginning in September submitted by June 30.
 - 2.) Requests for any other payment schedule must be made in writing via the Payment Schedule by June 30. Alternative payment schedules must be approved by the Finance Committee.
- C. All new families are required to make a \$500.00 deposit in the form of a postdated cheque which is non-refundable after July 1, to ensure their children's enrolment in the upcoming school year. This deposit, due March 1, will be applied to tuition payments.

- D. A discount of 15% is available to those families who have children attending both Laurentian Hills Christian School and Woodland Christian High School. Parents must indicate on the Payment Schedule their desire to receive the discount.
- E. Families who enrol their children to start during the school year will be required to pay the full year's tuition on a prorated basis. A completed Payment Schedule and cheques will be required with the application form.
- F. Families unable to contribute the full tuition amount may apply for a reduction in their tuition to the Financial Assistance Fund as outlined in the Tuition Assistance Policy.

Tuition Arrears

Failure to adhere to the Tuition Policy will require the following steps to be taken:

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1. Payment Schedule follow-up calls by a Finance Committee member by August 15.
2. Periodic statements will be sent to families not adhering to their Payment Schedules.
3. In cases where there is a concern about the collectibility of tuition, the Treasurer and/or Finance Committee Representative will arrange to meet with the family.
4. If there is no cooperation a letter outlining the family's tuition obligation and the possibility that they will be required to seek alternative education for their child(ren) will be sent.
5. If parents have not paid their proportionate share of tuition as outlined on their Payment Schedule, or have not made alternative plans with the Treasurer, the Board may determine, with at least 30 days notice via registered mail, that they must seek alternative means of education for their child(ren).

Held Cheques

The following policy applies to post-dated tuition cheques that parents have requested to be held from being deposited.

1. A post-dated tuition cheque may be held back from being deposited for one month on the approval of the Treasurer.
2. If a family requests that post-dated cheques be held for two months in a row, contact will be made by the Treasurer to set up an interview with the family to review their contribution schedule.

NSF Cheques

The following policy applies to cheques that are returned NSF.

1. The bookkeeper will notify the family that a NSF cheque has been returned. It is expected that a replacement cheque will be sent to the school within one week of notification.
2. NSF fees are the responsibility of the family issuing the cheque. Failure to provide a replacement cheque will initiate the tuition arrears policy as outlined above.

Adopted November 2002

Revised January 2008