

School Fee (Tuition) Refund Policy

SCHOOL FEE REFUND POLICY

POLICY RATIONALE

Many people including parents and teachers make financial sacrifices in order to send their children to a BCMA School. Independent schools in British Columbia receive 35% or 50% of the operating costs allocated to public schools. No government funding is received for capital expenditures. The annual school budget is determined by and considers the required tuition from each family. As such, it is important to have a transparent refund policy so that parents understand under what circumstances refunds are approved and how much a refund might be.

POLICY

The BCMA School Refund policy will be provided to families before any fees are paid.

All refund requests must be made in writing to the admissions office of the school. The terms of the refund policy are to be clearly laid out in the Parent Handbook.

For students who do not qualify for the BC Government grant, the parents/guardians will be required to pay the tuition fee and the equivalent the grant.

DEFINITIONS

Parent – refers to parent and/or legal guardian

Non-refundable fees – fees that are not considered tuition fees (i.e.; registration fee, school supplies, special field trips, etc.)

Application Fees (new student): a per child fee that must be provided with each application. This fee is non-refundable.

Registration Fees (Per Family): a non-refundable fee per new family. Due upon receiving the letter of acceptance.

PROCEDURES

The school's budget is based on enrolment numbers prior to the start of the academic year. At the same time, financial commitments are made to school employees and expenditures are incurred on facilities, instructional materials and supplies to operate the school. As a result, BCMA Schools expect that parents will pay their school fees on time.

Online Invoices Payment

All invoices will be generated through TUIO. School fees must be paid via credit card or direct deposit (bank account withdrawals, also called EFT (Electronic Fund Transfer) payment. A service fee will apply to all invoices processed, and payments made by credit card will incur an additional service fee as noted on the agreement.

Vacation, Illness, Pandemic

No portion or fees paid, or outstanding fees will be refunded in the event of a student's absence due to vacation, illness, or pandemic and mandatory quarantine. All unpaid balances are immediately due, and no part of any fee already paid will be refunded.

Prolonged School Closure

In the case of a prolonged school closure, the School will implement distance-based learning plans to ensure that all students receive instruction to complete the current school year. Distance-based learning (online learning) will require more family participation than classroom-based learning. It comprises a combination of independent reading, project, meeting with teachers via video conference, watching online videos, online assignments, or participating in other learning activities with parents and other family members.

No school fees will be refunded for a prolonged school closure.

Permanent School Closure

In the extraordinary circumstance of a permanent closure during the school year due to catastrophic fire, earthquake, etc. BCMA Board of Education will endeavor to repair the School as soon as possible while finding alternative accommodations or a new premise. However, if unable to accommodate student learning in person or through distance-based learning, tuition fees will be refunded (pro-rated to portion of the school year remaining). Any other operational monies, if any, (i.e. special field trips) will also be refunded.

Withdrawals from School Before End of Term and expected Refunds

Monthly Payment Plan

When parents voluntarily withdraw their child/children from the school for any reason, a \$200 fee per family applies.

Parents must provide one (1) month notice at the beginning of the month if they are planning to withdraw their child/children. For example, a notice given on March 15th will not take effect until the last day of April. Parents will have to pay all pertinent fees for the month of April.

When a student is expelled or withdrawn at the recommendation of the school, tuition for the full month will be due up to and including the month of expulsion or withdrawal.

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As per Ministry of Education and Child Care expectations, BCMA confirms that it has enough cash on hand to provide fee refunds in the event that a new BCMA school fails to open or fails to receive certification after an initial external evaluation inspection or otherwise closes during its first year of operation.

Reference(s):	Approved by: Board of Education Date Approved: November 2024
Cross-reference(s):	Date(s) revised:

Appendices

SAMPLE

SCHOOL FEES POLICY AND AGREEMENT

The school's budget is based on enrolment numbers prior to the start of the academic year. At the same time, financial commitments are made to school employees and expenditures are incurred on facilities, instructional materials and supplies to operate the school. As a result, we expect that parents will pay their school fees on time.

ONLINE INVOICES PAYMENT

All invoices will be generated through TUIO. School fees must be paid via credit card or direct deposit (bank account withdrawals, also called EFT (Electronic Fund Transfer) payment. A service fee of \$5 will apply to all invoices processed, and payments made by credit card will incur an additional service fee of \$0.75 + 3.5%.

TUITION FEE PAYMENT OPTIONS (PLEASE CHOOSE ONE)

- ☐ Lumpsum Payment: If the **FULL** amount is paid by **September 20th, 20__**, a 2% discount will apply.
- ☐ 10 Monthly Payment: Tuition and Bus fees will be paid starting from the **1st** or the **20th** of **September 20__** to the **1st** or **20th** of **June 20__**.
- ☐ 1 Time Payment: Technology and Books fees will be paid on **September 1st, 20__**.

OTHER FEES

Application Fees (new student): \$50.00 per child must be provided with each application. *This fee is non-refundable.*

Registration Fees (Per Family): \$250.00 Non-Refundable per new family. Due upon receiving the letter of acceptance.

Please note:

- 1) Students who do not qualify for the BC Government grant will have to pay \$5,500 in lieu of the grant.
- 2) Cash will not be accepted.
- 3) There will be no refund on the tuition and bus fees for students on vacation or away for any other reasons.
- 4) Zakat Application. Please see the zakat application form for its specific terms and conditions.
- 5) All students must respect school property including iPad/tablets. If a student

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loses or damages any school property, parents will be billed, and payment will be processed through Credit Card or Electronic Funds Transfer (EFT).

- 6) When a parent voluntarily withdraws his child/children from the school for any reason, a \$200 fee per family applies. Parents must provide one (1) month notice at the beginning of the month. For example, a notice given on March 15th will not take effect until the last day of April. Parents will have to pay all pertinent fees for the month of April.
- 7) If school fees are outstanding as of June 30th of the school year, the family may be placed on the waiting list of the school regardless of whether parents have re-registered for the next school year.
- 8) Yearbooks of students owing school fees at the end of the school year may be held back until all tuition fees are paid.
- 9) A continued failure to meet the above-stated obligations or agreements with the accountant ON TIME will result in Board action to consider refusal of enrollment for subsequent years.
- 10) When a student is expelled or withdrawn at the recommendation of the school, tuition for the full month will be due up to and including the month of expulsion or withdrawal.
- 11) All unpaid tuition accounts from past years that are still due, and failure to pay any fees by the due date may result in late fees and/or other penalties, including collection and legal fees.

I/We the undersigned solemnly declare that we have read and understood the policies and conditions relating to tuition and fee payments as. By signing below, I/We accept full responsibility for the payments.

Father/Guardian Name	Father's Signature	Date
Mother/Guardian Name	Mother's Signature	Date
Principal/Designate Name	Principal's Signature	Date