



Banbury Crossroads School

Section 08: Tuition and Related Fees Policy

(Revised Spring, 2015)

Each year, a new Tuition Fees Schedule must be written to reflect changing economic needs of the School, in keeping with inflationary, rental, instructional and energy costs, as well as with government funding trends. This schedule shall attempt to be equitable to all parties.

Background:

Alberta Education grants do not cover all the costs of running a school. Both Instructional and Non-Instructional costs must, therefore, be subsidized by Tuition Fees. These fees must support our small student-teacher ratio of 1:10. It cannot be emphasized enough that this is an *economically intensive program to operate*. In addition, the School's commitment to excursions and off-campus education, for "real world" learning, incurs high expenses. Our registration procedures help administration predict staffing and field trip planning for the upcoming school term. It also becomes important as school enrolment grows, and space becomes limited.

Fees may be paid by cheque, money order, bank draft, Visa, MasterCard, e-transfer, or cash. For Visa and MasterCard payments, a 5% surcharge will be levied to cover our costs of providing this service. **International students must pay only by certified cheque, cash or money order.**

Once the School has decided to admit a student, the parents of that student must commit to a full-year attendance at the school. The signing party is responsible for the full year's tuition. In addition, no reduction or refund will be allowed, for any reason, in the case of temporary absence, early withdrawal, or dismissal. We are obliged to provide Banbury's students and parents with the highest quality of education. Staff members are hired according to our registered student numbers at the beginning of each school term, and *we must honor our financial commitments to our teachers*. The small nature of the school means that a mid-year withdrawal of a student's funds could have a substantial negative impact on the quality of education for those students remaining. *Therefore, this guarantee needs to be honoured.*

Payment of all fees is to be provided to the school with the Registration documents, before students are authorized to begin classes and before they can be officially registered with Alberta Education.

Procedures:

1. Registration and Re-Registration Fees:

- All Registration Fees for new and returning students are **\$350.00**. These fees are non-refundable.
- However, **for returning students registering before May 31st 2016, the Early Bird Fee is reduced to \$250.00.**



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2. Part-Time Students:

Elementary and Junior High Students:

- **At this age, all students are required to attend full-time, unless they sign up for homeschooling, and attend the school as a Blended Student.** In the case of Blended Students, the responsibility for the students' academic program is shared between the school and the parents, with each party taking responsibility for certain subjects. Therefore, the parents will be charged on a pro-rated basis, according to how much time they attend the school (according to Alberta Education's Homeschooling regulations, **at least 50% of the time**) and based on the fees applicable at the time of registration. Students will also be charged applicable Instructional Materials, Physical Education and Field Trips Fees.
- Blended students may be registered for their home education portion either with Banbury, or with another Home-Education Program. If they are registered with us, their Facilitator will be one of their teachers here.

High School Students:

- High school students may come part-time to attend certain courses, whether they are Blended or not. Therefore, tuition is computed on a pro-rated basis, depending on time of attendance (according to Alberta Education's regulations, **at least 20% of the time**) and based on the fees applicable at the time of registration. Students will also be charged applicable Instructional Materials, Physical Education and Field Trips Fees.
- Government grants are not provided for foreign students, Canadian students attending less than 20% of the time, and adult students who are over-age (age 19 by Sep 01 2016). For these students, tuition will be charged on a pro-rated basis, depending on time of attendance, and an **extra hourly fee of \$50.00** is also levied for tutoring and marking services.

3. Tuition Amounts and Procedures:

Annual Tuition Fees for the 2016-2017 School Term are as follows:

	Up to Sep 30 2016	After Sep 30 2016 & Part-Time pro-rated
Pre-School:	\$10,000.00	\$ 10,000.00
E.C.S. and Elementary:	\$ 9,000.00	\$ 11,000.00
Junior High School:	\$ 9,500.00	\$ 11,500.00
Senior High School:	\$10,000.00	\$ 12,000.00
International Students and Adult Students (19 years and older):	\$13,000.00	\$ 13,000.00



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Pre-payment of Tuition may be paid as follows:

- **Enrollment before Sep 30 2016:**

If students enroll before Sep 30 2016, annual Tuition payments can be paid in one of the following ways:

1. **Lump sum payment.** If this is received in full by May 31th of the current year, a 4% discount will be applied.
2. **Twelve installments.** Each being one-twelfth the year's Tuition Fee, and paid monthly, by pre-authorized payments, or post-dated cheques dated the last day of each month, beginning on Jun 30 2016, and ending on May 31 2017.

International students may not pay monthly, but rather by a lump sum.

The specific payments for the 12-month payment plan are as follows:

Pre-School:	\$ 833.33/month
E.C.S. and Elementary:	\$ 750.00/month
Junior High School:	\$ 791.67/month
Senior High School:	\$ 833.33/month
Adult Students (19 years and older):	\$1,083.33/month

3. **Ten installments.** Each being one-tenth the year's Tuition Fee, and paid monthly by post-dated cheques only, dated the last day of each month, beginning on Aug 31 2016, and ending on May 31 2017.

International students may not pay monthly, but rather by a lump sum.

- **Enrollment after Sep 30 2016:**

All tuition fees for students from E.C.S. through Grade 12 received after Oct 01 2016 will be increased by \$200.00 per month, due to Alberta Education's policy to deny all grant money to schools for all subsequent registrations. Therefore, this dual fee schedule is in effect in order to **only partially** cover the loss of grant monies. If students arrive from Oct 2016 through Jun 2017, the tuition amount may be paid either by lump sum (with a 3% discount), or by post-dated cheques pro-rated over the months left in the school year.

- **Default of Payment:**

A service charge of \$50.00 will be levied on each NSF and/or returned payment. *Non-payment of fees may result in the student being suspended until payment is made.* **There will be a 3% interest charge levied on all fees that are 60 days or more overdue.** In addition, after 90 days of non-payment, a collection agency will be contacted, and/or legal action will occur.



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4. Family Rate:

In order to help our families, **Tuition Fees** are reduced when a family has more than one child attending the School, at the following rate:

First child:	Full fare
Second and subsequent children:	4% reduction

5. Additional Fees for Full-Time Students:

Instructional Materials Fee:

- **Elementary Students:** *All students are charged an Instructional Materials Fee of \$450.00 per year. Fees pay for: manipulative materials, usage of school textbooks and library/resource books, photocopying and consumable workbooks, technology costs, and non-core subject costs – including room rental for music and drama.*
- **Secondary Students: Book costs are being handled differently this year.** Due to the Alberta Education Distribution Centre shutdown, all students will be ordering their own books directly from the publishers, according to instructions from their teachers. Students may also purchase books from other students who are finished with them. When there are textbooks available for rental at the school, a fee of \$40.00 per book will be charged per year. Nevertheless, there will be an **Instructional Materials Fee of \$250.00** to cover subject materials, photocopying, and primarily, technology costs.

Physical Education Fees:

- *For all students from Pre-School through Grade 10, and for students in Grades 11 and 12 who choose to register, a \$300.00 fee will be levied for Physical Education classes. This fee will help to cover the significant costs incurred by our program: gymnasium rentals, admission to other sports facilities, specialized instructors, transportation, equipment purchase and rental, and insurance. The only extra physical education costs that will be charged to parents are optional and expensive ones, such as ski trips, horseback riding, camping or swimming classes that offer badge programs.*

6. Instructional Materials for Blended or Part-Time Students:

- **Elementary Students:** The Materials Fee is **\$350.00, regardless of time attended.**
- **Secondary Students:** Applicable books will be ordered directly by the student. The Instructional Materials Fee will be **\$200.00, regardless of time attended.** These books are owned by the students, so they will have a choice at the end of the term of selling them to other students or the school (if we need them), or else keeping them.



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7. Materials Fee for Junior/Senior High Options:

For certain courses, fees are set on a per-student basis.

Art and Food Studies:	\$ 100.00 per course
Music:	\$ 150.00 per course (plus instrument, if applicable)
Drama:	\$ 150.00 per course

8. Field Trips:

Excursions are crucial to the integrated approach Banbury takes to the learning process. Many of our field trips involve admission fees charged by the institutions that offer tours and programs. **Most costs for field trips are included with Tuition Fees.** The only ones that may require small contributions are for expensive outings such as theatre attendance. The full cost will be charged for out-of-town trips, optional courses and excursions such as camping. These are levied as they arise.

9. Extra-Curricular Activities:

Fees for extra-curricular activities are charged when applicable, on a per-activity basis.

10. Out-of-School Care:

Banbury does not offer formal out-of-school care. Parents who need out-of-school care need to inform the office, so that they can be connected with available babysitters.

11. Fees for Aides, Specialists or Special Equipment:

Parents whose children require one-to-one teaching assistance or special equipment will have extra fees levied to cover such costs. Further information on such extra costs, hiring procedures and deliverance of such programs may be found in our Policy Manual under *Special Needs Students*.