

Tuition Policy

Established: February 2, 2004, revised, March 7, 2005, revised May 25, 2009

Authorization: Board of Directors, UNITY Christian High School

Next Review: May, 2012

1. OBJECTIVES:

The procedures outlined below are designed to:

- encourage families to embrace Christian Education for all their children.
- explain the financial contributions to Unity Christian High School.
- offer a procedure for tuition assistance as required
- give parents a clear understanding of their financial obligations.

2. DEFINITIONS:

In this procedure and policy statement, these definitions are assumed and underlie our actions:

1. Administration Fee: the cost of processing an application for enrollment in UNITY CHS.
2. Tuition Deposit: deposit to show parental desire for enrollment of their child(ren) in UNITY CHS.
- .3. New Application/First-Time Applicants: an application from a family which has not previously enrolled a child in UNITY CHS.
- .4. Re-enrollment: a student who has been previously enrolled in UNITY CHS.

3. SOME PARAMETRES OF THE POLICY:

- .1. The \$250 Administration Fee is non refundable.
- .2. The \$500 Tuition Deposit for first time applicants is refundable until confirmation of acceptance has been received.
- .3. In the event that a student withdraws from Unity Christian High School during the school year due to the request of the parent(s) **in writing** or the school administration, the first \$2000 of tuition is non-refundable and the balance of the pre-paid tuition will be refunded on a prorated basis.
- .4. The fees for International students are non-refundable once the letter of acceptance has been issued and a student VISA has been received. An exception is made if only UNITY and the guardian mutually agree that a change of school would be in the best interest of all parties. The maximum refund is one semester. There are no refunds for expulsion. Any exceptions to this policy require Board approval.
- .5. A family is considered in arrears when fees have not been paid according to the Tuition Payment Form (see **Appendix 2**)
 - a. A plan with regards to payment of arrears needs to be in place and discussed with the Treasurer and approved by the Finance Committee.
 - b. Families that have not paid their arrears by July 1 of any year may not register their child(ren) for the following year and will be notified in writing by the Treasurer.

4. PROCEDURES:

.1. Initial Procedures Prior to Enrollment:

- a. A non-refundable administration fee of \$250 must accompany all new applications for enrollment. This fee may be waived for families who have demonstrated a commitment to independent Christian schools. This cheque may not be post-dated. This fee is receiptable as a donation for income tax purposes.

- .b. First time applicants must include a \$500 tuition deposit with their application. This deposit becomes non-refundable upon confirmation of enrolment and will be applied to the following year's tuition. This cheque may not be post-dated.
- .c. A \$500 tuition deposit cheque must be included with all re-enrollment forms and is post-dated for August 1 of the following year. This will be credited towards next years tuition.
- .d. A completed Tuition Payment Form (see **Appendix 2**) must be submitted by **the end of June for the following school year**, together with post-dated cheques. **Tuition fees must be paid in advance, either in full or by monthly installments using post-dated cheques. Cheques dated for the 1st of the month are to be submitted within 60 days of the first day of school. If the full amount is not paid in advance or an equivalent of post-dated cheques are not received by September 1, then the account is deemed in arrears and your child's enrolment on hold until this is cleared, or arrangements made with the Treasurer.**
- .e. Families accepted after June 1 are expected to complete their forms and submit them along with payment details within two weeks from the date of acceptance.

.2. General Statements:

- .a. Tuition fees for the subsequent school year are set at the spring membership meeting, and it includes base tuition, transportation, textbooks, student council, student athletic and non-consumable fee.
- .b. Instrument Rental Fee is the responsibility of the family.
- .c. Tuition payments shall be the responsibility of the parents or assignees registering the child(ren).
- .d. Families also enrolling children in an independent elementary Christian school receive a 20% discount on tuition.
- .e. Families with one child enrolled at Unity Christian High School pay 100% of the tuition. Two or more children enrolled pay an additional \$1500.
- .f. International Students must provide full payment with the admission application. Tuition for international students is set at 120% of base tuition. Fees for Special Assessments such as ESL are in addition to tuition.
- .g. The tuition rates listed are reduced by 15% for Unity teaching staff.
- .h. An administration fee of \$20 will be charged for each NSF cheque. In the event of two NSF charges in one year, a family may be required to pay tuition by certified cheque, money order or cash.
- .i.. Families that require Tuition Assistance should contact the Treasurer and follow procedures as outlined in the Tuition Assistance Policy (see **Appendix 1**)
- .j. **failure to comply with the payment commitments (nonpayment of arrears) will eventually result in a report to the Credit Bureau of Ontario**
- .k. Receipts for tax purposes will be issued to the party who has issued the cheque for tuition, minus the cost-per-pupil allocation. Receipts will only be issued for the year in which the funds were deposited into the bank. If a tax receipt is required for a particular year is has to arrive or be post-marked before the end of December of that year.

APPENDIX 1: Tuition Assistance

(Policy revised April 19, 2004, and March 7, 2005, revised May 25, 2009)

1. OBJECTIVES

The procedures outlined below are designed to:

- provide families with the opportunity to obtain affordable Christian education.

2. SOME PARAMETRES OF THE POLICY:

- .1. All requests for Tuition Assistance will be kept strictly confidential within the Finance Committee. Family names are not used when recommendations are made to the Board.
- .2. The non-compliance with the procedures, terms and conditions, may jeopardize the entire process and result in an unfavourable recommendation.
- .3. The available maximum tuition assistance funds available are 1/3 reduction for 2-parent family and ½ reduction for a 1-parent family.
- .4. Tuition Assistance is a short-term assistance program, not a long-term solution.
- .5. Requests for assistance needs to be made in writing when either the re-enrolment form is returned or when a new application is submitted and completed before confirmation enrolment can take place. Shall be done before the June 30th deadline.

3. PROCEDURES:

- .1. All other avenues of financial support ie. family, friends, church etc. should be explored by the family before making application for assistance.
- .2. Parents should contact the Treasurer to obtain Tuition Assistance Application Forms. When these forms are completed, then the parents will contact the Treasurer to make an appointment. Two members of the Finance Committee will meet with the family. The application forms as well as the last two years income tax returns will be reviewed at this meeting.
- .3. The Tuition Assistance recommendation will be made by the Finance Committee. The parent(s) will be informed of the recommendation prior to it being presented to the Board. The Board will make the final decision.
- .4. A yearly review of the family's financial situation will be conducted. Ideally Tuition Assistance will be a temporary measure to help a family through a difficult financial time.

Attached: -TUITION ASSISTANCE APPLICATION FORM
 -TUITION ASSISTANCE APPLICATION FINANCIAL INFORMATION FORM



750 Essa Rd.,
BARRIE, ON
L4N 9E9

UNITY CHRISTIAN HIGH SCHOOL TUITION ASSISTANCE APPLICATION FORM

NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE NUMBER: _____

Marital Status: Married: _____

Single: _____

1. Number of children _____

2. **Total Tuition amount are you prepared to contribute:** \$ _____

3. Do you support anyone financially beside your own immediate family?

Yes _____ No _____ If yes, for how much? \$ _____

4. What is their relationship to you? _____

5. Why do you feel you must have tuition assistance?

Please explain:

6. Are you prepared to issue post-dated cheques for your share?

Yes _____ No _____

7. Are you willing to discuss this matter in detail with 2 members of the Finance Committee?

Yes _____ No _____

8. Include copies of your last years tax returns and financial statements to the Tuition Assistance Committee.

I/We understand the above terms and agree to abide by them. The attached financial information is correct and complete.

SIGNED: _____

SIGNED: _____

FOR COMMITTEE USE ONLY

Total amount of assistance required: \$ _____

Tuition Assistance recommendations: _____

Tuition Assistance action taken: _____



750 Essa Rd.,
BARRIE, ON
L4N 9E9

UNITY CHRISTIAN HIGH SCHOOL TUITION ASSISTANCE APPLICATION FINANCIAL INFORMATION FORM

Enter information.

INCOME (Before Deductions)			EXPENSES		
Salaries & Wages -- Father, Guardian	\$		Rent/Mortgage Payments	\$	
Salaries & Wages -- Mother, Guardian			Insurance-- Life,Health, Auto, Home, etc.		
Dividend and/or interest income			Auto gas, maintenance		
Alimony received			Property Taxes		
Child support received			Utilities--Hydro, gas, telephone, water, etc.		
			Food		
			Clothing		
Bonus, Gifts, Other			Education (tuitions)		
Family Allowance benefits			Church/Charities		
Disability or Unemployment benefits			Entertainment & vacations		
Auto or other expense allowances			Charge card payments		
Other non taxable income			Debt reduction		
Total income taxes paid	()	Miscellaneous		
CPP & UIC paid	()			
Other payroll deductions	()			
Total Income	\$		Total Expenses	\$	

ASSETS

Item	Year Purchased	Purchase Price	Present Market Value	Unpaid Mortgage Principal
Home				
Land				
Other Real Estate				

Bank accounts--total of savings and chequing accounts..... \$ _____
 (including college or retirement accounts)
 Other Investments, net value