



Wesley Christian Academy

Fees Policy

Application Fee

New applicants are required to submit a non-refundable \$200.00 Application Fee for Elementary School, and \$100.00 for the Early Learning Centre, to be included with the Application Form.

There is no Application Fee for returning students.

Registration Deposit

New students accepted for enrolment at Wesley Christian Academy must pay a Registration Deposit of \$1,000.00. Students accepted to the Early Learning Centre must pay a Registration Deposit of \$400.00. The deposit is non-interest bearing and will not be applied towards annual tuition.

The Academy shall be entitled to deduct payment from the Registration Deposit under the following circumstances:

- Lost or stolen property;
- Damage to school property, including computers and sports equipment;
- Unpaid lunch account;
- Unpaid tuition fee; and
- Unpaid Before- and After-School Program charges.

In the event of a deduction during the school year, the Registration Deposit must be replenished to the full amount prior to re-enrolment. If the Registration Deposit is entirely depleted during the school year, WCA reserves the right to request that it be fully replenished on 30-days' notice.

Students advancing from the Early Learning Centre to the Elementary Division will be required to increase their deposit of \$400.00 to the elementary level of \$1,000.00.

Any unused portion of the Registration Deposit will be returned when the student leaves or graduates from WCA. Refunds are not processed until the audit of the fiscal year has been completed. (See “**Refund**.”)

Enrolment Fee

All applicants must submit a non-refundable Enrolment Fee of one-month’s tuition to confirm their registration, payable with their acceptance of the offer of enrolment. This Enrolment Fee secures their registration for the coming school year.

Tuition Fees (please also refer to the Tuition Fee Schedule)

The tuition is payable three months in advance in ten (10) equal monthly instalments. The first month is payable upon acceptance in the form of an Enrolment Fee (see above), and the remaining nine (9) months are payable by post-dated cheques for July 1 through March 1, due at the time of registration.

We also accept pre-authorized payments from July 1 to March 1 in lieu of the nine postdated cheques, if the following are submitted at the time of confirmation of enrolment:

- i) a paper cheque with up-to-date banking information (VOID cheque)
- ii) a paper cheque with the current date for the Enrolment Fee, and
- iii) a Payor’s Authorization/Acknowledgement Form is signed.

Discounts

If there is a second or subsequent sibling enrolled at Wesley Christian Academy, a family discount of 20% will apply to the least expensive tuition.

An additional 2% discount is available if tuition for the year is paid in full on or before the April 1 preceding the start of the school year.

Absences from School

Children enrol in Wesley Christian Academy for one full academic year at a time. There is no reduction in fees when they are absent or unable to attend. WCA reserves the right to make an adjustment to this policy in the event of mandated school or day care closures or government directions.

Obligation Upon Confirmation of Registration

A student is registered for enrolment for the upcoming school year when he or she has received an Offer of Acceptance from Wesley Christian Academy, and the offer has been accepted with the return of the Enrolment Fee and payment of post-dated tuition cheques for the year. Thereafter, their parents and/or guardians are obligated to pay the full tuition for that year, subject to the limited exceptions as outlined below (see “**Refund**”).

A student’s continued attendance is conditional upon receipt of the Tuition Fee through the post-dated cheques or pre-authorized payment.

Refund (Junior Kindergarten to Grade 8)

Wesley Christian Academy's ability to offer a refund is limited by the need to make employment commitments to staff and enrolment commitments to other student applicants.

If after confirmation of enrolment but prior to June 30, Wesley Christian Academy and Early Learning Centre receives written notice of intent to withdraw, the Application Fee, Registration Deposit and Enrolment Fee shall be forfeited and all post-dated cheques for tuition which have not yet been cashed will be returned.

If written notice of intent to withdraw from WCA is received any time after June 30, the Application Fee, Registration Deposit and Enrolment Fee, and any pre-payment for tuition which has been received, shall be forfeited. Entitlement to any further refund shall be subject to a ninety (90) day notice period, during which tuition shall remain payable.

Refund (Toddler and Pre-Kindergarten)

Wesley Christian Academy's ability to offer a refund is limited by the need to make employment commitments to staff and enrolment commitments to other student applicants.

If after confirmation of enrolment but prior to June 30, Wesley Christian Academy and Early Learning Centre receives written notice of intent to withdraw, the Application Fee and Registration Deposit shall be forfeited. The Enrolment Fee and Prepaid Tuition, if paid, will be refunded. All post-dated cheques for tuition which have not yet been cashed will be returned.

If written notice of intent to withdraw from WCA is received any time after June 30, the Application Fee and Registration Deposit shall be forfeited. Entitlement to any further refund shall be subject to a thirty (30) day notice period, during which tuition shall remain payable. If the thirty (30) day notice period has been met, the Enrolment Fee and Prepaid Tuition will be refunded.

Expulsion or Unenrolment

In rare circumstances, the school may expel a student (see WCA "**Discipline Policy**"), in which case written notification of this decision will be provided and any unused portion of the Registration Deposit will be refunded, less an administrative fee, along with any tuition cheques not yet cashed.

At its sole discretion, WCA reserves the right to unenroll a child at any time, if information comes to light that may affect WCA's ability to provide a program for the student. In such a case, the Registration Deposit and Prepaid Fees will be refunded. Uncashed cheques will be returned. A refund may not apply when a pertinent medical diagnosis was not disclosed.

Method of Payment

The option of being able to pay in instalments by post-dated cheques or pre-authorized payment is offered for parents' convenience. Any changes to an account or method of payment must be submitted in writing to the office at least ten (10) business days before the next scheduled payment is due.

Any cheque or payment returned by the bank for any reason is subject to a \$35.00 replacement fee. A late fee of 1% per month (12% per annum) will be charged to payments not received by the due dates.

All cheques should be made payable to “Wesley Christian Academy”.

Additional Costs

WCA provides a school agenda and purchases some basic supplies. Students will be asked to bring a school supply fee on the first day of school to help offset the cost of these supplies.

Parents/guardians are responsible for purchasing other supplies as required by the school. A list of supplies will be made available in August. All supplies should be purchased prior to the first day of school. Occasionally, teachers may request that students purchase some additional supplies throughout the year.

The Tuition Fee does not include special trips or events, overnight excursions, school or special lunches, yearbooks, school books, and other additional activities and events. Parents/guardians will be notified in advance of such additional costs. (Lunches are included in the Tuition Fee for children in the Early Learning Centre.)

Students in the elementary division who arrive before 8:30 a.m. or who are not picked up by 4:00 pm and are not enrolled in the Before and/or After-School Programs will be charged for occasional care and will be billed per half hour, which amount will be rounded up to the next half hour.

Income Tax Receipts

WCA is a registered charitable organization. As such, the Canadian Revenue Agency (CRA) permits the school to issue donation receipts and child care receipts as follows:

(a) Tuition

Tuition fees paid for the academic school day in the elementary division do not qualify for a donation receipt or child care receipt. However, a portion of the school day is allocated to religious education. Therefore, we may issue a donation receipt for that portion of the tuition fee that is considered to be for religious instruction. The religious portion is calculated based on CRA guidelines and may vary from year to year.

(b) Child Care

Child care receipts are issued for fees paid for a child in the Early Learning Centre and for fees paid for the Before- and After-School Program for elementary-aged children. A receipt is also issued for child care provided on PA days, school breaks, and summer camp.

(c) Donations

Donation receipts are issued for all donations, gifts and pledges to the school. Tuition and other student fees are not considered a donation.

Before- and After-School Care

Before- and After-School Programs are available at an additional cost as outlined in the Fees Schedule.