



## Tuition Payment & Enrolment Policies

### School Fees

School fees are subject to change each year and will be available by February 1. They will be posted on the school's website and will also be sent home in a school wide notification.

Invoices for school fees will be sent to families in February.

### Continuous Enrollment

Aberdeen Hall has Continuous Enrolment. This ensures guaranteed placement for qualified students until graduation.

By completing the Continuous Enrolment Agreement their seat is guaranteed unless the:

- Student does not maintain the school's behavioural and academic standards
- Family does not pay school tuition & fees due and their school account remains unpaid
- Family does not maintain the school's guidelines in the Family Handbook
- Family voluntarily chooses to leave and notifies the school in writing by March 1

<b>IMPORTANT DUE DATES</b>	
Payment of Initial Tuition Installment of \$1,000 per student	March 1
If required, notification to Business Office to OPT OUT of attending	March 1
Payment plans in place by	March 15
Staffing decisions for the following year are made at this juncture based on your child(ren)s attendance and fees	
Meeting these timelines is required to take advantage of the installment plans options	
Dates indicated are prior to each commencing school year	
Some of our grades are now full. With this in mind, families who have not provided their \$1,000 per student initial installment by March 1 of each year may be deregistered, placed in a waitpool and subject to a \$200 re-registration fee.	

## New Families

- **New families** will be invoiced \$1,000 per student upon an offer being made from Admissions, which is required within 10 days. This payment will reduce your school fees for the following year and will be reflected on your school fee invoice upon completion of the continuous enrolment agreement.
- **New families** who provide initial payment more than 10 days after receiving the offer from Admissions will be placed in our waitpool.

## Preschool

Preschool Program selection for the year is based on the offer made by Admissions for new families and will remain the same for current families, unless Admissions has reached out to you directly. Should you wish to change your preschool program type, please email [admissions@aberdeenhall.com](mailto:admissions@aberdeenhall.com) to inquire about availability. Program changes will be accommodated if possible but cannot be guaranteed.

## Payment Plans

PAYMENT PLANS		
Plans	DATES	FEES
Plan 1 - One Payment	Pay in full by <b>JUNE 1</b>	No additional fee
Plan 2 - Three Payments	Pay in three installments <b>JUN 1, SEP 1, DEC 1</b>	\$350 fee per student
Plan 3 - Nine Payments	Pay in nine monthly installments from <b>APR 1 through DEC 1</b>	\$350 fee per student
All payment plans to be provided to the school by March 15		
Please note that the dates of above plans may change in subsequent years with notice provided by the school when Tuition for each year is published		
Selected payment plans on your Continuous Enrolment Agreement will remain in place for subsequent years unless the Business Office is notified otherwise via email at <a href="mailto:accountsreceivable@aberdeenhall.com">accountsreceivable@aberdeenhall.com</a> of your family's new choice.		

## Payment Methods

PAYMENT METHODS		
Methods	DATES	FEES
Payment by Cheques	Post Dated cheque provided to school by March 15 for full payment on Jun 1	No additional fee
	Scheduled as per plan chosen and processed without further notice on dates indicated. Post dated cheques to be provided to school by March 15	\$100 per student
Pre Authorized Debit	Scheduled as per plan chosen and processed without further notice on dates indicated. Banking information to be provided to the school by March 15	No additional fee
Credit Card	Credit card details provided to school by March 15 for full payment or Jun 1 payment	No additional fee
	Scheduled as per plan chosen and processed without further notice on dates indicated. Credit card information provided to school by March 15	\$300 per student
All payment methods to be provided to the school by March 15		
Payment Methods not in place by March 15 will be contacted by the Business Office as their account will be considered in arrears and outside of the school Payment Policy.		

A \$50.00 fee will be charged for any returned payment.

### **Payment Method 1: By Cheque**

To be received at the school office by March 15, post dated to payment due date(s). Please provide students full name with payment.

A \$100 Administration fee per student for Plans 2 and 3 will be applied  
Please provide students full name with payment.

### **Payment Method 2: By Pre-authorized Debit**

Completed PAD form and void cheque to be emailed to the Business Office at [accountsreceivable@aberdeenhall.com](mailto:accountsreceivable@aberdeenhall.com) by March 15  
Please provide students full name with payment.

### **Payment Method 3: By Credit Card**

No administration fee applied for Plan 1 pay in full by June 1.

A \$300 Administration fee per student for Plans 2 and 3 will be applied  
Please provide students full name with payment.

### **Payment Method 4: By Wire Transfer or Money Order/Bank Draft**

This option is only available for family's choosing to pay by one payment in full by March 15.

Please email [accountsreceivable@aberdeenhall.com](mailto:accountsreceivable@aberdeenhall.com) requesting the current year wire information or Pre-authorized debit forms prior to sending your payment.

## **Payment Plans**

Please note that Aberdeen Hall works hard to partner with our families and in order to provide these payment plans are required to have the payment plans in place by the specified date.

We understand that each family situation is unique; however, in order to maintain low administration costs, our payment policy provides for one payment option per family. Please confirm your payment plans among all guardians prior to completing your agreement.

## **Opting Out by March 1**

Situations can change and we understand that. Communication is key. We simply ask that if your family chooses to leave at the end of the school year to follow a different path that you advise our Business Office in writing prior to March 1 as indicated on the agreement.

You are welcome to email [accountsreceivable@aberdeenhall.com](mailto:accountsreceivable@aberdeenhall.com)

If you notify the Business Office in writing prior to March 1 that your family will be opting out of the coming year:

- The school fee invoice will be removed from your account, and
- Our Admissions Office will be notified

### **Non-Refundable Tuition after March 1**

Our tuition is non-refundable because Aberdeen Hall incurs operating expenses on a continuous basis throughout the year. When a student is enrolled, a seat is reserved for the full school year. For this reason students enrolled are considered to be attending each year unless the school is notified by the withdrawal deadline of March 1 by email.

Please note that after March 1 the school makes staffing decisions based on the enrollment for the following school year and with your family's commitment of full tuition for next year in mind. We are also budgeted to receive an additional several thousand dollars per student in provincial grant funding.

In the education sector, schools provide faculty with an annual commitment. It is for this reason that many independent schools collect the full tuition amounts for all students, with no exceptions. This policy is in place to ensure that the current year tuition will cover the costs of the current year salaries and expenses.

In situations where there are extenuating circumstances, families are welcome to provide a letter that would help the school understand the challenges being encountered and to request a review of their account from the Financial Assistance Committee.

Mid-year withdrawals need to be provided in writing to the school. Please note that the students' seats are no longer secured once notice is given.

### **Outstanding Tuition Accounts**

If any student fees remain unpaid at the end and/or beginning of any term, as outlined in the fee schedule, the student will not be allowed to return to or begin classes until the account has been brought up to date. Statements are emailed to families and are due upon receipt unless otherwise specified. In the event that an account remains unpaid at the end of the current school year, the student will not be permitted to return to Aberdeen Hall for the following school year until the account is fully paid plus interest based on 5% per annum interest rate.

### **Financial Assistance (available for students enrolled in K-12)**

Financial assistance is available through the school for qualifying families. Please contact the school's Controller at [financialassistance@aberdeenhall.com](mailto:financialassistance@aberdeenhall.com) for more information.

## **BC Provincial Government Funding - Kindergarten through Grade 12**

The BC Provincial Government provides annual grant funding directly to the School for each qualifying student, to assist with the costs of their education. Qualifying students are those whose parent(s) are permanent residents of British Columbia or persons with a work or study permit of one year or longer.

Parents should be aware that if the grant is reduced by the government for any reason, the School may adjust the yearly school fees to compensate for loss of revenue retroactive to the date change.

Please also note that students who attend school for less than 105 days before May 15, other than for allowable medical reasons, are not eligible for the full Provincial School Grant. In such cases, the School may lose all or a portion of the grant for that student and parents will be responsible to compensate Aberdeen Hall for the full amount of the grant lost.

### **International/Out-of-Province Fee**

Aberdeen Hall School charges an additional International/Out-of-Province Fee of \$3,300. The government of British Columbia provides operating grants to the school for most students enrolled in the School. Parents of students must be British Columbia residents and have Canadian Citizenship, or Landed Immigrant Status, or possess a valid work permit for employment in British Columbia for the grant to be received by the school. The International/Out-of-Province Fee shall apply to parents of students who do not meet these criteria. The grant is applied for by the school and is in addition to the tuition fee. Please note the International/Out-of-Province Fee is applicable to students in Kindergarten-Grade 12.

### **International Student: Payment Schedule**

<b>IMPORTANT DUE DATES</b>	
New Students	50% upon acceptance with the balance due June 1
Returning Students	2 payments: March 1 and June 1
If required, notification to Business Office/International Admissions Officer to OPT OUT of attending	March 1

## **International Student: Non-Refundable Tuition after March 1**

As Aberdeen Hall incurs operating expenses on a continuous basis throughout the year, tuition fees are non-refundable. When a student is enrolled, a seat is reserved for the full school year. For this reason enrolled students are considered to be attending each year unless the school is notified by the withdrawal deadline of March 1 by email.

Please note that after March 1 the school makes staffing decisions based on the enrollment for the following school year and with the family's commitment of full tuition for next year in mind.

In the education sector, schools provide faculty with an annual commitment. It is for this reason that many independent schools collect the full tuition amounts for all students, with no exceptions. This policy is in place to ensure that the current year tuition will cover the costs of the current year salaries and expenses.

In extenuating circumstances, families are welcome to provide a letter that would help the school understand the challenges being encountered.

Mid-year withdrawals need to be provided in writing to the school. Please note that the students' seats are no longer secured once notice is given.

## **Payment Methods**

Upon acceptance, an invoice as well as a wire transfer form are provided to the family. Should alternative payment arrangements be required, a request is to be made to the Business Office directly.