



<b>BOARD POLICY MANUAL</b>	
Approval Date	Replacing <b>All previous documents</b>
Review Date	Page <b>1 of 1</b>
Policy Section <b>Society</b>	Identification <b>SOC-2012</b>

## **TUITION POLICY**

Tuition shall be payable in full at the rate set by the Board. Tuition is subject to change annually at the time the budget is approved by the membership.

The parents or assignees shall sign a Tuition Schedule Pledge Form for each school year, and return it to the school with post-dated cheques and/or Pre-authorization Form on or before the registration deadline. Parents are encouraged to participate in C.E.A.F. (see below.)

It shall be the responsibility of the tuition payers to inform the Treasurer or the Finance Committee that they will be unable to meet the required tuition by the registration deadline. A satisfactory arrangement must be made at this time in order for registration to take place for the coming school year. This arrangement is to be approved by the Board.

If tuition payers are unable to meet their tuition obligations during the current school year, a satisfactory arrangement must be made with the Treasurer, to be approved by the Board, in order for registration to take place for the upcoming school year. (Please refer to the Tuition Arrears Policy.)

Parents seeking financial assistance for the coming school year shall meet with the Treasurer before the registration deadline. Assistance will be available for those families who demonstrate need subject to Board approval and budget constraints.