



TUITION AND PAYMENT POLICY

HIGHROAD ACADEMY

A. Rationale:

Due to the nature of education, much of the planning required to run our school effectively must be done on an annual basis. Our financial commitments are made annually: teachers are hired, capital assets are purchased, programs are developed and a host of other plans are created to function for the entire year. By enrolling your family at Highroad Academy you are committing to partner with us for the entire year. For families entering the school mid-year, you are committing to partner with us for the remainder of the school year.

B. Definitions:

Tuition - annual or monthly fee payable for attendance and instruction at highroad Academy

City Life Tuition Rate - a discounted tuition rate for qualified families who are partners of City Life church and meet the requirements set out in C.13 of this policy

Student Expenses - additional payments for the school program, including but not limited to field trips, conferences, graduation fees, and fundraising

C. Protocol:

Highroad Academy office staff and City Life Church accounting department work together to ensure strong financial stewardship and accountability. All fees are payable to City Life Church.

1. Tuition may be paid the following ways:
 - a) **Annual Tuition Payment.** The annual tuition paid in full qualifies for a 3% reduction. In order to qualify for the discount, payment must be submitted by September 17 of the current school year (or the next business day following this date). Payment may be made by cheque, debit or e-transfer. E-Transfer to: give@citylifechurch.ca (Please note student's name and 'Tuition' in the note/memo field of the e-transfer).
 - b) **Monthly Tuition Payments.** Tuition may be paid in ten equal installments due on the fifth of each month of the school year, October to June. **These payments must be made by pre-authorized debit.** Please note however, that for the month of September only, the pre-authorized monthly payment will be withdrawn from your account on **September 17** (or the next business day following this date).
 - c) **Deferred Payment**
 - For deferred payments, written notice must be submitted to the bookkeeper 5 business days prior to withdrawal .
 - No more than 2 deferred payments are permitted per family per current school year.
 - Deferred payments must be repaid prior to end of school year.
2. Additional expenses, including but not limited to field trips, graduation fees, athletic fees, etc. may be paid by cash, cheque, debit, credit card or e-transfer as they become due. Families will be billed monthly as required.
E-transfer to: etransfer@highroadacademy.com (Please note name and purpose for payment in the note/memo field of the e-transfer).
3. Any unpaid expenses that have accrued throughout the school year will be reconciled through an additional pre-authorized debit payment processed on June 17 (or the next business day following this date).
4. In the event that a payment is rejected by a family's financial institution, a \$40 administration fee will be charged.
5. All payments received are credited against the oldest unpaid expense.

6. When a student voluntarily withdraws from the school or is asked to withdraw for disciplinary reasons, tuition for the balance of the current month remains due to the school.
7. Should family's account not be in good standing, your child(ren) may be excluded from participating in extracurricular activities including athletics, conferences, missions' trips, etc.
8. If three or more months of fees are unpaid, the Highroad Academy School Board reserves the right to remove a family from the school.
9. The primary custodial parent is responsible for all financial arrangements and payments. Alternative billing may be possible provided:
 - a. the request is submitted in writing to the school administration.
 - b. both parties sign and date the request.
 - c. the request includes arrangements for all expenses including, but not limited to, tuition, field trips, graduation fees, athletic fees, etc.
10. Students may not be readmitted for the next school year until all outstanding financial obligations from previous year are met.
11. Any monies paid for tuition, either annually or monthly, are not refundable under any circumstance.
12. Any payments made in cash for tuition or student expenses will be governed by the Cash Payment Policy
13. Inability to comply with any of the above policies must be communicated to the school accounting/bookkeeping department.
14. **To qualify for the City Life Church Tuition Rate applicants must meet all of the following qualifications:**
 - a) Must consider City Life Church to their home church for a minimum of six months and be committed to regular attendance.
 - b) New applicants for CLC rate must provide a new pastor's confidential reference completed by one of the CLC pastors confirming this commitment.
 - c) Because this is a monetary benefit, they must financially support City Life Church on a consistent basis
 - d) Submit a completed application including the signed declaration
 - e) To maintain CLC rate, sign annual declaration on re-enrollment form

Policy Developer: School Board Finance Committee

Policy History	
Developed:	
Revised and Updated:	December 2020
Revised and Updated:	