



## Rationale

Many people including parents and teachers make financial sacrifices in order to provide quality Catholic education in the Victoria Diocese.

Catholic schools in British Columbia receive 50% of the operating costs allocated to public schools. No government funding is received for capital expenditures. The annual school budget is determined by and takes into account the required tuition from each family.

## Policy

The Board of Directors believes that the establishment and collection of tuition fees should be done in a fair and equitable manner.

## Regulation

### Tuition Fees (Annual Review)

Tuition increases are recommended by management that will permit the schools to remain fiscally viable and is dependent on factors such as government grants, staff salary increases, and other general expenses. Tuition increases are approved by the Board of Directors in January for the following September.

In the event that a significant change to the tuition rates or structure is needed, a committee comprised of representatives from each Local School Council, the Superintendent and possibly a member of the Board of Directors may form an ad hoc Tuition Committee. This committee would meet prior to January to review tuition fees and consider the financial needs that may be required of each school for the coming year.

### Tuition fees are divided into 2 categories:

#### 1. Parish Supporter

To be eligible for a parish supporter discount and qualify as an active participant the family must:

- Be registered at the parish
- Be sharing with the parish its time/talent and/or treasure.

A “designation as an active participant” form must be completed each year and signed by the parish priest to receive the discount.



## 2. Non-Parish Supporter

Parents who have not completed a “designation as an active participant” form with the appropriate signatures will be considered non-parish supporters for tuition purposes, and thus not eligible for the discount.

### Other Discounts

Discounts are also provided:

- for families with more than one child in an Island Catholic School
- for families who have students enrolled in both an elementary school and St. Andrew’s High School
- a 2% discount is offered to families that choose to pre-pay tuition by cheque or cash in full by June 15

### Tuition Agreement

Families registering or re-registering with one of the local Catholic schools in the Victoria Diocese are entering into an agreement with Island Catholic Schools to pay tuition fees as set forth in the tuition schedule for that school year. By signing the Family Payment Schedule parents agree to the tuition commitment outlined.

Parents registering their child(ren) for the first time are required to:

- pay a \$50.00 application fee per child.
- upon acceptance, complete a family Payment Schedule as described below and pay a non-refundable one month’s tuition deposit to be credited towards annual fees.

Each family must re-register the child(ren) by February 15<sup>th</sup> of each school year and must complete a Family Payment Schedule by April 30<sup>th</sup>. Families who do not re-register by this date are subject to a \$50.00 re-application fee and placement for their child(ren) cannot be guaranteed.

The Family Payment Schedule establishes:

- an account number for the family.
- annual tuition based on the number of children in the family.
- any tuition assistance or scholarships.

The signature on the form makes the agreement legal and binding between the parent(s) and Island Catholic Schools.



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Families that neglect their commitment by not paying tuition on time, put undue pressure on the financial operations of the school.

### **Tuition Fee Payment Options**

1. Twelve Monthly Payments - (July-June) it is expected that most parents will be on the twelve-month payment schedule using a pre-authorized debit method of payment.
2. Ten Monthly Payments - (September-June)
3. Payment in full at time of signing Family Payment - At the time of signing the Family Payment Schedule, the school will collect a cheque/money order/debit or credit card.
4. Payment in full in September - At the time of signing the Family Payment Schedule, the school will collect either a post-dated cheque or Credit Card Payment Form. If the expiry date of the card is prior to the first day of school, the A/R Clerk will contact the family prior to September for updated card information

### **Financial Assistance**

Parents who require financial assistance are asked to complete an Island Catholic Schools Financial Assistance Application Form and submit it to the school office by the due date on the form for the coming year.

Although it is ideal that all applications be received by the deadline, we understand that a family's financial situation may change at any time throughout the year. Applications will still be considered after the deadline should this occur.

Application forms are available at each of the local schools' websites and on the ICS website.

### **Overdue Accounts**

Unless other arrangements have been made, tuition is due by the 5<sup>th</sup> or 25<sup>th</sup> day of each month (12 months a year) and is collected through a pre-authorized debit system with the family's banking institution.



Parents who are anticipating a payment to be returned as NSF, or whose account is likely to go into arrears, are asked to contact the Accounts Receivable Clerk of Island Catholic Schools to discuss alternate methods of payment.

If a payment is returned NSF a \$20.00 charge will be added to the parents account and they will be notified within ten days by telephone or letter.

If payment has not been made within 30 days, a letter will be mailed home and contact will be made by the ICS Accounts Receivable Clerk to discuss the overdue account. This is considered the First Reminder Letter.

If an account becomes two (2) months overdue, and no effort has been made by the parent(s) to rectify the matter:

- A letter will be sent home clearly stating that the family will be contacted by the principal to discuss their situation.
- A copy of the letter will be sent to the principal to advise them that they are to call the parents and request a meeting.
- The principal will document the outcome of the meeting and update the Accounts Receivable Clerk. If the monthly PAD needs to be stopped or changed as a result of tuition assistance being grated, a Tuition Stop PAD Request Form is to be completed.

Island Catholic Schools will make every effort to reconcile overdue accounts with families who are in financial difficulty. Parents who have an account overdue for more than 3 months, have made no effort to rectify the situation, and are unwilling to pay tuition, will have the account sent to a collection agency and their child(ren) may be denied re-registration for the following year.

Name:	Approved
	Date Approved: October 2001
Cross-reference:	Date(s) Revised: September 2007, February 2014, March 2016, February 1, 2017