



POLICY NUMBER AND NAME: 06.03 RCS TUITION POLICY	SECTION: 06 – FINANCE AND ADMINISTRATION
	VERSION: 1.0
	LAST REVISION DATE:
ADOPTED: OCTOBER 19, 2024	REVIEW FREQUENCY: EVERY 3 YEARS

**PREAMBLE**

Parents/guardians of students who are enrolled at Richmond Christian School (RCS) are obligated to pay yearly tuition fees for the current school year their child / children are enrolled for; failure to pay tuition and other fees may result in loss of enrollment at RCS. Parents/guardians are ultimately responsible for ensuring that all school tuition fees are paid for their children who are attending RCS, regardless of whether the payment of tuition costs are covered by another family member, family friend, or other individuals. Tuition assistance may be available for families enduring financial hardship; in such cases, RCS strongly encourage families to contact the school for aid.

REVIEW HISTORY		
DATE	VERSION	CHANGES



## Payment Policy

1. Tuition may be paid in a single, lump-sum payment or in payments divided over ten months.
2. Students who begin mid-school year will be charged on a pro-rated basis based on half-month increments (1st and the 15th of the month). For example:
  - a. If a student begins on November 8<sup>th</sup>, the family will be charged for the full monthly tuition amount of November and all preceding months.
  - b. If a student begins on November 15<sup>th</sup>, the student is charged for a half month's tuition for November, and then the full monthly tuition amount for all following months.
3. Monthly tuition payments, ten (10) in total, must be made through pre-authorized debit on the 4<sup>th</sup> of each month beginning in October (with first monthly installment paid during the 2<sup>nd</sup> week of September). Payment of the full tuition amount for the school year must be made by the full payment deadline date as stipulated by the RCS Business Office (usually by the end of the 1<sup>st</sup> week of September).
4. For any bank account or information changes during the school year, a 10 business-day written notice to the RCS Business Office is required.
5. A \$25 charge will be applied for each NSF (non-sufficient fund) payment. This amount may be increased for repeat NSF payments.
6. Any amounts in arrears will be collected after June 1st and must be cleared before August 15th.
7. Overdue accounts will be addressed in accordance with RCS **Policy 06.17 (Debt Management, Recovery, And Bad Debt Policy)**, and may be sent to a collection agency if still unpaid after 120 days. If any family anticipates any problems in meeting their tuition payments, please advise the Business Office immediately.

## Qualifying for Government Funding

8. RCS receives Provincial government funding for qualifying BC resident families based on your child attending at least 120 days from the first day of school to May 15.
9. If a child attends less than the days indicated by the BC Ministry of Education, parents may be responsible for any funds denied by the Ministry. For example, parents who take their children on extended vacations during the year may need to pay additional tuition to recoup any government funds denied to RCS. Exceptions may be available to students with medically diagnosed chronic health conditions or special needs.

10. RCS must comply with Provincial regulations on determining BC resident status and the ability of a child to qualify for Provincial funding. BC resident status is not determined only on the basis of the child's residency, but also on the resident status of the parents/legal guardians.
11. Non-BC resident families shall be charged the international student tuition rate when a study permit is required from Immigration Canada.
12. Students:
  - a. who are Canadian citizens or legal permanent residents, and
  - b. whose parents/guardians continue to reside in a location **other than** British Columbia

do not require an international student study permit but shall be charged the BC-resident tuition rate **plus** 60%, as these students do not qualify for Provincial government funding.

#### Part-time Students – BC Resident Students

13. RCS is dependent on government funding that requires full year student commitment and attendance. If students are attending part-time, RCS is at risk of losing government funding and as such, the student will be subject to pay the full school year tuition fees.
14. Students who attend RCS on a part-time basis at the elementary or middle campus will be subject to an administration fee of \$3,000, in addition to the full school year tuition fees.
15. Students who attend RCS on a part-time basis at the secondary campus will be subject to additional fees as outlined in the secondary course enrollment policy (**Policy 04.01.05 - Secondary Course Enrollment Policy**).
16. The part-time fees are to be reviewed and adjusted accordingly on an annual basis by RCS

#### Withdrawal Policy - BC Resident Students

17. Parents/guardians are encouraged to discuss the occasion of a student withdrawal with their Principal before formally withdrawing their children. RCS aims to resolve any concerns that may lead a family into considering withdrawal from RCS.
18. Once a family has decided to withdraw, parents/guardians may withdraw their children by sending a letter to RCS or completing the Non-Returning Form (via Campus Principal or Business Office) notifying the school of their desire to withdraw. Withdrawal notices are to be submitted to RCS by a full calendar months' notice prior to the student's last day.
19. Withdrawal notices for / during the current school year (i.e. September 1<sup>st</sup> – June 30<sup>th</sup>) will be subject to a withdrawal fee equivalent to the remaining balance of the current school year's tuition.
  - a. For example, if a withdrawal notification is received on October 5<sup>th</sup>, parents are responsible for paying the remaining tuition balance from October 6<sup>th</sup> – June 30<sup>th</sup>.

20. Withdrawal notices for the following school year, if received:
- between January 1<sup>st</sup> – June 1<sup>st</sup> and September 1<sup>st</sup> – December 30<sup>th</sup>, are not subject to any withdrawal fees
  - between June 2<sup>nd</sup> – August 30<sup>th</sup>, are subject to withdrawal fees equivalent to two (2) months of the following school year's tuition.

### Refund Policy - BC Resident Students

21. In alignment with the withdrawal policy, the following stipulations apply in allowing a refund:
- Student withdrawals received in the respective withdrawal time frame, resulting in refund of pre-paid re-enrollment or pre-paid yearly tuition fees (if applicable), net of withdrawal and administration fees.
  - A request for a refund must be received by the Campus Principal or Business Office in writing or by email.
  - A request for a refund must be received **one full calendar month** in advance of the student withdrawal.
  - An administration fee may be applied to all refund requests.

### Charitable Donation Receipts

22. Receipts for tax purposes will be issued on an annual basis at the end of February for the portion of tuition paid within the calendar year that pertains to religious instruction.
23. The amount of this receipt varies from year to year and is calculated in accordance with Canada Revenue Agency requirements.
24. Tax receipts can only be issued to qualifying individuals in the name of the person(s) who paid for tuition. See RCS' **Policy 06.02.01 – Donation Receipting Policy** for further details.

### Tuition Discount for Families With Children at Multiple Christian Schools

24. RCS provides a tuition discount for families who wish to enroll their high school-aged child at RCS, while younger siblings remain full-time students at select Christian schools that do not have high school programs, including Hope Lutheran Christian School, West Coast Christian School, and Delta Christian School. The RCS tuition shall be discounted by 25% for the child(ren) enrolling as a full-time student at RCS within the high school program, provided the siblings are enrolled as full-time students at Hope Lutheran Christian School, West Coast Christian School, or Delta Christian. In order for the discount to apply, the children must all reside in the same household.

### Students Living Abroad Not Requiring a Study Permit

25. Students who live in countries other than Canada but are Canadian citizens, or are legally permitted to reside in Canada, and enrolled in a Canadian school may not require a study permit. When an Immigration Canada study permit is not required and the appropriate documentation proving BC resident eligibility has been provided to RCS, the student may qualify for BC government funding and be eligible for the BC resident tuition rate.
26. Based on the documentation provided by the enrolling family, RCS will determine whether or not the student will be eligible for BC resident tuition rates.
27. Proof of BC residency must be provided within 6 weeks of arrival in British Columbia.
28. Eligible students are not required to pay tuition in full prior to the start of the school year and shall follow the same payment schedule as BC resident students.
29. If an admitted student withdraws prior to the first day of study, RCS will follow the appropriate student withdrawal procedures.
30. Immigration or Residency Status Changes: If a student's immigration or residency status changes, resulting in the student being legally permitted to attend school in BC as a BC resident (who qualifies for the BC provincial government funding), the student's family may be eligible for a partial refund of the international tuition paid after the status change has been confirmed.