

# Tuition and Enrolment Policy

Calvary Christian Academy Board of Directors

CALVARY CHRISTIAN ACADEMY

*Developing Minds • Building Character • Nurturing Faith*

[www.calvaryca.com](http://www.calvaryca.com)

## 2019 – 2020 Standard Tuition Rates and Fees for CCA and CCHS Students

### Standard Tuition Rates

Junior/Senior Kindergarten (Monday, Wednesday and Friday)	\$4,020
Extended Kindergarten (Monday - Friday)	\$6275
Grades 1 – 12	\$6275
Family Rate	\$11,940

### Additional Fees

- \$285 per student to cover the cost of field trips and school materials is applicable in addition to the standard tuition rates.

**Ambassador Program:** As an incentive, we have created an ambassador program. To help encourage “word of mouth” promotion, families that are directly involved in recruiting a new family to CCA will receive a \$500 discount on their tuition. If multiple families are instrumental in recruiting a family, the \$500 will be divided among those families.

## Music Lessons

In addition to beginning to learn music in grade 1 and instrumental music beginning in grade 5, students have an opportunity to receive one-on-one lessons. Private lessons are offered in piano. 36 lessons are being offered over the year at a total cost of \$750. Piano lessons are given by Bethany Cousins.

## Resource Support

It is our desire to see every child succeed here at CCA. We recognize that children learn differently and at different rates. Having caring staff that are professionally qualified to differentiate their instruction in a small classroom environment helps us ensure our students succeed. However, there may be students in our school that require further resource instruction.

CCA offers a Resource department for families who are interested in their child receiving one-on-one tutoring (remedial or enrichment) to complement their learning. The Resource teacher will work closely with the student and family, tracking progress and offering support either in the classroom or in the resource room. Support can occur in the classroom during lessons, tests and/or assignments. Resource support will be offered by the resource teacher or an assigned Educational Assistant at a cost of \$750 per academic year per each block of resource required. Some students may require more than one resource block.

## Special Tuition Discounts

The following special tuition discounts are available to some CCA families based on their individual family situations. Eligible families may make use of no more than one of the special tuition discounts. These discounts are only applicable to the standard tuition rates and are not applicable to the field trip and materials fees or any other extra fees.

### Staff Discount

- 50% tuition discount is available to any full-time staff member of the school

### Pastoral Discount

- It is our strong desire to serve our families in ministry. We will make every attempt to work with pastoral families to offer them a discount that works with their annual salary.

### Bursary Program

- tuition assistance is available to eligible families and is allocated according to need and availability
- applications are available by contacting the school office ([office@calvaryca.com](mailto:office@calvaryca.com)) and are due by April 30th
- priority will be given to families in full time Ministry
- CCA must be notified of any financial status changes within the school year (i.e. new job, increased pay, tax refund, inheritance, etc.)

## Tuition Payments

- tuition can be paid in equal payments over 12 months, from July to June
- post-dated tuition cheques (the 1<sup>st</sup> or 15<sup>th</sup> of each month) or pre-authorized debit agreement are due by May 17<sup>th</sup>. Pre-authorized debit is withdrawn on the 15<sup>th</sup> of the month and we encourage families to use this method if possible.
- After May 17<sup>th</sup> families are still welcome to enrol in the upcoming academic year providing there is space in the class. An additional late enrolment fee of \$100 will be charged to cover administration.

## NSF Fees

- a \$10 fee will be charged for the first NSF; subsequent NSF's will result in a \$25 fee

## Refunds and Early Withdrawal

When we accept your child to CCA, we commit all resources and salaries for the entire year to ensure our students get an excellent education. We expect that all parents enrolling a child in the school will seriously consider the financial commitment they are making.

When a family voluntarily withdraws their children from the school before or during the course of the school year for any reason, the Principal and the CCA Board of Directors must be given 90 days notice in writing of intention to withdraw. Once a family has registered, they are obligated to provide a minimum of 90 days notice of intention to withdraw from the school. In lieu of such notice, payment of the registration fees and a tuition amount equal to the 90 day notice period will be required.

## Volunteerism

There is a significant financial gap between the tuition revenue and operating expenses. In an attempt to keep tuition affordable (one of the core values of CCA), the school relies on parent volunteerism. In addition to the financial benefit, volunteerism helps parents be involved in life at CCA.

It is expected that each family will contribute their gifts, experience and time through the different volunteering opportunities for the duration of the year.

### General Volunteerism

- Each family must contribute a total of 25 hours of volunteerism throughout the year. Families will track their volunteering using CCA's Volunteer Hours of Service Form available on our website.
- Families may "opt out" of this obligation with a payment of \$500, or \$20/hour.

### Christmas Auction

- Families are required to make a donation of item(s) to sell at the auction valued at \$100, as well as provide solicited business donation(s) of a \$100 value. Families can choose to make a total donation of \$200 cash instead.
- Families are provided with 6 tickets valued at \$20 each paid with tuition. Families can sell the tickets or give to family or friends.

### Second Hand Store

- Families are required to volunteer one day per academic year at our second hand store. A schedule will be created and distributed at the start of the academic year.
- Families that are unable to fulfill this obligation may "opt-out" by making a financial payment of \$100.

### Cleaning

- In an attempt to share the workload of maintaining our school facilities without incurring significant expense, CCA families are expected to assist with cleaning duties 6 times per year. They also have the option to "opt out" of this obligation with a one-time payment of \$180

## Admission Procedure – New Families

- complete and submit an application form
- submit Pastor's letter of reference and sign our statement of faith
- submit the most recent report card for each student to be considered for admission
- attend an interview with members of the Admissions Committee
- Child(ren) may be asked to meet with the teacher(s) for academic assessment