



## TRENTON CHRISTIAN SCHOOL SOCIETY

340 Second Dug Hill Road, Trenton, ON K8V 5P7

### TUITION PAYMENT AGREEMENT FORM

Parents Name(s):			
Address:			
Phone:		E-mail:	
<b>TUITION (including memberships fees): Please pick one option</b> ✓			
Part-time Kindergarten (JK or SK) - Single student	\$8,200		
Part-time Kindergarten (JK or SK) - Two students in JK and/or SK only	\$9,785		
Full-time Single student (JK to Gr 8)	\$10,900		
Two students (JK to Gr 8)	\$13,300		
Three or more students (JK to Gr 8)	\$14,300		
<b>DISCOUNTS: To apply for any of the discounts below you must attach a written request for the applicable discounts to this form.</b>			
New to Christian Education (Gr. 1-8) - ONE TIME ONLY	Deduct 10%		
Students enrolled at TCS with one or more enrolled at QCHS	Deduct 5%		
<b>DEDUCT THE NON-REFUNDABLE ENROLMENT FEES (SUBMITTED WITH THE INTENTION FORM IN APRIL)</b>			
<b>NEW FAMILIES:</b> A \$250 non-refundable registration fee (\$150 for JK or SK only families) over and above tuition will be required of new families. This fee is due upon submission of enrolment application forms and will be cashed once enrolment is approved by the administration. This fee will be applied to tuition upon attendance at TCS in the new school year			
<b>RETURNING FAMILIES:</b> For returning families a \$250 non-refundable enrolment deposit was required in April with your completed intention form for 2016-2017. <b>If you have submitted the enrolment deposit please be sure to deduct the amount from the first payment of the new school year.</b>			<b>-250.00</b>
<b>TOTAL TUITION &amp; MEMBERSHIP FOR 2016-2017 SCHOOL YEAR:</b>			
<b>TUITION PAYMENT PLAN: Please pick one option</b> ✓			
One payment	Payable August 15, 2016		
Two payment	Payable August 1, 2016 & January 2, 2017		
Four payments	Payable on 1st of Aug. 2016, Nov. 2016, Feb 2017, May 2017		
Ten payments	Payable on 1st of each month from Aug 2016 to May 2017		
If the tuition payment schedules listed above are not suitable then you must submit a request in writing for an Alternate Payment Schedule to be approved by the Finance Committee. The request must detail how you plan to meet your tuition obligation. Please call the Bookkeeper, Elizabeth vanEs at 613-392-3600 or email <a href="mailto:finance@trentonchristianschool.com">finance@trentonchristianschool.com</a> for further information.			
<b>METHOD OF PAYMENT: Please pick one option</b>			✓
Post-dated cheque: Please attach post-dated cheques to this form and return to the school by May 31, 2016.			
Pre-Authorized Debit: Please complete the attached PAD document and return with this form			
<b>TUITION ASSISTANCE</b>		<b>POLICY #322</b>	✓
Please check if you require further assistance. A copy of the Tuition Bursary Policy and the Application Form will be forwarded to you. Tuition Bursary requests must be returned to the Bookkeeper's office by <b>May 29, 2016</b> in order to be considered.			
<b>MEMBERSHIP FEES</b>			
Please be aware that the \$100 membership fee per individual member (per parent) will be deducted from the tuition and will be receipted separately from tuition as a Charitable Donation as per Revenue Canada regulations. This fee is not in addition to tuition, but is included. <b>TO SECURE VOTING PRIVILEGES, THIS AMOUNT MUST BE PAID PRIOR TO THE FALL MEMBERSHIP MEETING.</b>			

**STUDENT INFORMATION: for student cost purposes please complete for each child enrolled**

Student's Name	Entering Grade	Date of Birth (dd/mm/yyyy)	If entering JK or SK please indicate 3 or 5 day

**FAMILY WITHDRAWAL**

Families that withdraw their children during the school year must give 60 days notice of their intention to do so. Provided such notice is received, tuition fees will be billed on a pro-rated basis over 10 months. If a child attended classes during a given month, even if only for one day it is counted as a month attended.

Families that withdraw children with less than 60 days notice will be charged as follows:

- \* Withdrawals prior to February 1 will be charged 50% of the full tuition fee.
- \* Withdrawals between February 1 and April 15 will be charged 75% of the full tuition fee.
- \* Withdrawals after April 15 will be charged 100% of the full tuition fee.

Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of student(s) from Trenton Christian School.

**CONSENT**

I/We agree have read, understand and agree to the above information.

Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

For more information contact the Bookkeeper, Elizabeth vanEs 613-392-3600 or [finance@trentonchristianschool.com](mailto:finance@trentonchristianschool.com)

**CHECKLIST**

I/We have included and/or completed the following:

- Selected a payment schedule and calculated your tuition owing
- Completed the Student Information section
- Included post dated tuition cheques OR
- Completed, signed copy of Pre-Authorized Debit form with a VOID cheque
- Signed the **Tuition Payment Agreement Form No. 321.1**
- Parental Agreement Checklist Form No: 513.2**
- A separate cheque for the Non-refundable registration fee (**only if not previously remitted with intention form**).
- Letter of request for discounts (if applicable)

**Please return to the "attention of the the Bookkeeper" by the due date.**

**Due Date: May 31, 2016**

updated May 18, 2016