

FINANCIAL REGULATIONS

2022-2023 SCHOOL YEAR

The Académie Providence is a non-profit organization that sustains itself. The operating expenses are covered by the fees that parents are required to pay.

The registration and re-registration of a student to the Académie Providence imply the acceptance, without reserve, of the financial regulations of the latter.

The present document must be signed and returned to the administration of the Académie Providence electronically via its internet page before August 31st, 2022.

1-RE-REGISTRATION

- For students already registered, a \$1000 deposit for the 2022-2023 school year must be paid no later than January 31st, 2022.
- This deposit « non-refundable » reserves a spot for the 2022-2023 school year.
- The re-registration is definitive only after the receipt of this deposit.

2- NEW REGISTRATION

- Administration fees: a \$200 administration fee per child is payable upon remittance of the registration form. That amount covers the file opening, all registration formalities, the administering of the entrance exams or its maintenance.
- Registration fees: A one time \$600 fee per family is payable once the registration is definitive. It will not be deducted from the tuition fees and is non-refundable.
- A \$1000 advance per child will reserve a spot at the Académie Providence for the 2022-2023 school year. This amount is due upon registration. It is non-refundable but it will be deducted from the annual tuition.

3- TUITION FEES

- Tuition fees are annual. Please consult the school's website to find the annual tuition fees document.
- Tuition fees are payable in 6 installments as follows: August 16th, September 1st, November 1st, January 1st, March 1st, and May 1st.
- Rebates are applied to families that have 2 or more children attending the Académie Providence at the same time.
- Temporary absences, regardless of the length of time are non-refundable and will not see a reduction in fees.

4- REGISTRATION DURING THE SCHOOL YEAR

- For students who are registering during the school year, the tuition fees will be calculated in proportion to the number of months of school.
- The administration fees and the registration fees per family will be payable.
- Any month already started will also be invoiced entirely.

5- FEES FOR OPTIONAL SERVICES

- Fees for optional services such as before and after school care, hot meals and extracurricular activities are payable in 5 installments on the following dates: September 1st, November 1st, January 1st, March 1st, and May 1st.
- Fees for tutors and fees for educational support for students with special needs are payable according to the same payment terms as the tuition fees.

6- SCHOOL MANUALS, SCHOOL SUPPLIES AND UNIFORMS

- The annual tuition fees do not cover the following: school manuals, school supplies, student accounts and homologation. These fees must be paid no later than August 16th with the first tuition fee installment.

7- METHODS OF PAYMENTS AND TERMS

- The annual school tuition is payable in 7 installments; the deposit towards registration or re-registration, the first payment before August 16th, and 5 other payments on the 1st of each of the following months: September, November, January, March, May.
- The invoice and account summaries will be sent to parents electronically.
- Methods of payment: Online:
 - o <https://request.plastiq.com/pay-academie-providence>
 - o Virement bancaire - Question de sécurité : **Academie** Réponse : **Providence**

8- LATE PAYMENT OR UNPAID BALANCES

- Additional fees of 2% will be added on all late payments after 10 days following the 1st of the due month
- Parents who have not completed paying their invoice on the prescribed date will not receive their child's report card.

9- FEES FOR DOCUMENTS ALREADY SUBMITTED

Additional fees of \$20 will be demanded for each document requested that has already been sent: tax receipts, report cards, certificates, etc.

10- POLICY RELATING TO WITHDRAWALS AND REIMBURSEMENTS

- In the case where a parent withdraws their child during the school year, a notice of withdrawal must be presented in writing to the Académie Providence.
- All withdrawals, regardless of the date will be subject to fees that correspond to the August installment, the entire cost of supplies, the monthly installment of the withdrawal month, any preceding installment as well as the installment that follows the withdrawal date.
- Reimbursement conditions: The prepaid tuition fees minus the deposit, administration and registration fees will be reimbursed according to the date of receipt of the notice of withdrawal as follows:
 - o From August 15th to August 30th preceding the first day of school, reimbursement of 25% of the tuition fees paid
 - o After August 30th of the school year, no reimbursement
- This policy also applies to all withdrawals initiated by the Académie Providence.
- All reimbursements will be made to the person who remitted the payments.

11- TAX EXEMPTION RECEIPT

- A receipt for tax exemption will be sent to parents in February for the previous year's eligible fees.
- The percentage of the tuition fees is subject to an exemption as religious teaching and daycare fees vary according to the child's age.

ACCEPTANCE OF THE FINANCIAL REGULATIONS

I have taken notice of the financial regulations of the Académie Providence and am committed to respecting them.

Name of parent _____ Signature _____

SUBMIT FORM