

FINANCIAL REGULATIONS

2023-2024 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 30st, 2023.

1- RE-REGISTRATION

- In December 2022, every existing client will be invoiced \$1000 per child as a re-registration fee. That deposit must be received no later than January 31st, 2023.
- Receipt of this non-refundable deposit confirms registration. Failure to send the deposit or to advise the administration no later than January 31st, 2023 (in writing) whether their child(ren) will be returning or not for the 2023-2024 school year will automatically be considered as returning clients.
- Their invoice will then become overdue and will be subject to late fees.

2- NEW REGISTRATION

- Administration fees: a \$300 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. This amount is non-refundable.
- Registration fees: A one time \$1000 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 2023-2024 school year. This amount is due upon registration. It is non-refundable but it will be deducted from the annual tuition.

3- TUITION FEES-

- The tuition fees have been revised to reflect the rising costs of operation and mostly to increase the salaries of our teachers.
- Tuition fees are annual. Please consult the school's website to find the annual tuition fees document.
- Tuition fees are payable in 7 installments as follows: Jan. 31st, August 16th, September 1st, November 1st, January 1st, March 1st and May 1st.
- Rebates are applied to families that have 2 or more children starting from Gr.1 and up 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.
- No reduction in fees for after-school daycare and supervised studies will be applied to a client whose child is enrolled in an after-school activity. After school daycare is only offered in two different categories. (Monday to Thursday) and (Friday Afternoon)
- Daycare is required for students taking part in extracurricular activities.
- However parents who pick up their child(ren) immediately after an activity which took place immediately at the end of classes, will not have to pay for daycare.
- On the other hand, if a parent is not present to pick up the child when the activity has ended, late fees will be applied.
- If late arrivals are frequent, daycare fees will be required.

6- LATE ARRIVALS OR DEPARTURES

- After an initial warning, a parent will be invoiced \$5 for a late arrival within the first 5 minutes after the specified time. (8:15 am and 3:40 pm)
- An additional \$1 will be invoiced for every additional minute of tardiness.

7- 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.

8- 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 E-transfer – Security question : **Academie** Answer: **Providence**

9- 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.

10- 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.

11- 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.

12- 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