

1.0 Definitions

For the purposes of this Agreement:

- **“School Year”**: September 1 to June 30
- **“Notice Month”**: The full calendar month following written notice of withdrawal
- **“Continuous Enrollment”**: Ongoing enrollment from year to year unless formally withdrawn in writing
- **“Good Standing”**: A student whose academic, behavioural, and financial obligations are met
- **“Family Account”**: The financial account associated with enrolled student(s)

2.0 Continuous Enrollment

Phil & Jennie Gaglardi Academy operates under a Continuous Enrollment model.

Once a student is enrolled and the Continuous Enrollment Agreement is signed, enrollment will automatically continue each year unless written notice of withdrawal is received.

- Written notice must be submitted **on or before *May 1** to withdraw for the upcoming school year
- If notice is not received by this date, the student is considered enrolled for the following year

The school will publish tuition rates for the upcoming year no later than ***April 15th**.

***Please note** this year's exception of the written notice being extended to May 15th and the tuition posting being extended to April 30th. (released on the 24th.)

3.0 Tuition Deposit (Non-Refundable)

A **\$200 non-refundable tuition deposit** will be automatically processed on **May 15** each year.

- This deposit secures the student's placement for the upcoming school year
- The deposit will be applied toward tuition
- Failure to pay the deposit or any outstanding balance may result in loss of placement

4.0 Tuition & Fees

4.1 Tuition Funding Model

The school operates as a **Group 1 Independent School**, receiving approximately 50% of per-student public funding. Tuition covers the remaining cost of operations.

The school does not receive government funding for capital expenses and relies on tuition, donations, and fundraising.

4.2 Tuition Rates (2026–2027)

Our tuition rates for 2026-2027 show an increase of 5% and are as follows:

Grade	1st Child	2nd Child	3rd Child	4th Child	5th+
K–6	\$6,975.09	\$2,288.36	\$1,082.57	\$539.35	\$0
7–12	\$8,502.29	\$2,781.79	\$1,171.93	\$0	\$0

4.3 Additional Fees

Required Fees may include:

- Student activity fee
- School supplies (K–6)
- Graduation fee (Grade 12)
- Locker fee (Grades 7–12)
- Yearbook code fee
- Earthquake/comfort kit
- Lost library materials
- Unfulfilled volunteer hours

Optional Fees may include:

- Athletics
- P.E. uniforms
- Graduation photos
- Yearbook (printed copy)

5.0 Tuition Payment Options

5.1 Lump Sum Payment

- Due on or before **August 1**
- Eligible for a **2% discount**
- Accepted methods: cheque, bank draft, e-transfer, or credit card
- Credit card payments are subject to a **2.80% processing fee**

5.2 Monthly Payment Plans

12-Month Plan

- July through June

10-Month Plan

- September through June

All monthly payments:

- Must be processed via **pre-authorized debit (PAD)**
- Occur on the **1st or 15th** of each month
- No alternative payment methods are permitted

6.0 Payment Authorization

By signing this Agreement, families authorize the school to:

- Process tuition and fees via pre-authorized debit or credit card
- Charge outstanding balances, NSF fees, and applicable penalties
- Continue processing payments until the account is paid in full

NSF or dishonoured payments will incur a **\$45 fee**.

The school reserves the right to restrict payment options in cases of repeated failed payments.

7.0 Withdrawal & Financial Obligations

7.1 Withdrawal During the School Year

A minimum of **one full calendar month's written notice** is required.

- Tuition for the **current month, plus the Notice Month**, remains due and payable
- This applies regardless of the date the notice is submitted

7.2 Withdrawal Before the School Year (August 1–31)

Financial obligations depend on the selected payment plan:

- **10-Month Plan:** September and October payments due
- **12-Month Plan:** July, August, and September payments due
- **Lump Sum:** Equivalent of September and October tuition due

All amounts are **non-refundable**.

7.3 Withdrawal Due to Discipline

If a student is suspended, expelled, or required to withdraw:

- All tuition and fees paid are **non-refundable**
- The current month's tuition remains payable

7.4 Refunds

Where applicable:

- Tuition may be prorated based on withdrawal date and penalties
- The \$200 deposit is non-refundable
- Certain fees (e.g., supplies, yearbooks) are non-refundable

8.0 Outstanding Accounts

- All balances must be cleared by **July 31**
- Accounts past due after this date are subject to **2% monthly interest (24% annually)**
- Students with unpaid balances may lose placement for the upcoming year

The school reserves the right to:

- Withhold enrollment
- Move students to waitlists
- Withdraw students due to non-payment

9.0 Tuition Tax Receipts

A portion of tuition may qualify as a charitable tax receipt under **Canada Revenue Agency (CRA)** guidelines.

- Receipts are issued by the **end of February**
- Amounts vary annually
- Receipts are issued to the payor

10.0 Donations

Donations are eligible for tax receipts.

- Gifts-in-kind require a third-party appraisal
- Services are not eligible for tax receipts

11.0 Parent Participation

Each family is required to complete **25 volunteer hours per year**.

- Unfulfilled hours will be billed at **\$15/hour**
- Charges will be applied on **June 30**

Requirements to volunteer:

- Valid Criminal Record Check
- Driver documentation (if transporting students)

12.0 Policies & Conduct

All students and families must comply with:

- School policies and procedures
- Code of Conduct

- Board governance requirements

Policies are available through the school office or website.

13.0 Privacy & Consent

The school collects and manages personal information in accordance with the **Personal Information Protection Act (PIPA)**.

Continuous enrollment includes consent for:

- Student information sharing (as required)
- Photography and media use
- Participation in school activities

Families must notify the school of any changes to consent.

14.0 General Conditions

- Enrollment is contingent on maintaining Good Standing
- The school reserves the right to amend policies with notice
- No refunds will be issued for disruptions beyond the school's control
- All families seeking financial assistance must apply each year; continuous enrollment does not guarantee financial aid.