



# HAMILTON DISTRICT CHRISTIAN HIGH TUITION INFORMATION 2018-2019

Please read the following for details on HDCH tuition and tuition policy. If you have any questions related to tuition, method of payment or payment options, or tuition assistance, our Director of Finance, Sherry Osinga, would be delighted to talk with you. Please contact Sherry at 905.648.6655 x111 or [sosinga@hdch.org](mailto:sosinga@hdch.org).

HDCH is a not-for-profit independent Christian school, and as such, the learning here is funded entirely by tuition and donations. Tuition fees cover school operating costs; to keep tuition as reasonable as possible for families, capital funds and monies for special projects are provided by the generosity of our support community.

The fees for 2018-2019 will be decided by vote of Membership on May 7, 2018. You will receive the new fees and forms by mail in early May 2018. To give you an idea of how tuition works at HDCH, here are the rates for the 2017-2018 school year.

## TUITION QUADRANT SAMPLE

**NOTE:** These amounts are for the 2017-2018 school year and may change. Tuition fees for the 2018-2019 school year will be available in May 2018.

	ONE CHILD AT HDCH	2+ CHILDREN AT HDCH
STUDENTS ENROLLED ONLY AT HDCH	\$15,100	\$16,400
STUDENTS ENROLLED AT HDCH <b>AND</b> A CHRISTIAN ELEMENTARY SCHOOL OR HOME SCHOOL	\$11,900	\$13,000

## PAYMENT OPTIONS

Tuition can be paid annually, quarterly, monthly or semi-monthly by cheque or by Pre-Authorized Payment.

## TUITION DEPOSIT

Families new to HDCH are required to pay a non-refundable \$500 deposit, which **must** be post-dated for between January 1 and March 1, 2018. If applying after March 1, the deposit must be submitted along with application. This deposit goes against your total tuition for the 2018-2019 school year.

Included in this \$500 deposit is \$300 for the HDCH membership fee.

## TUITION ASSISTANCE

While parents and guardians are responsible for meeting the tuition of an HDCH education, some tuition assistance is available. The purpose of HDCH tuition assistance is to supplement, not replace, the financial resources that your family contributes.

Assistance is based on demonstrated financial need, determined through an assessment of your Tuition Assistance application by the Tuition Assistance Fund Committee. All aspects of your family's financial circumstances are taken into account. Hamilton District Christian High staff and Tuition Assistance Committee are committed to assisting families with honesty, integrity, and respect. Please be aware that the total amount of Funds available for Tuition Assistance is limited and may vary from year to year. More information will be available in 2018.

### Please note:

Any personal information related to tuition is maintained for the purposes of HDCH only.

Withdrawing your child from HDCH anytime during the school year does not relieve you of tuition still due. Tuition rebates are available on a limited basis as outlined in the Tuition Policy.

In some cases, a portion of your Tuition payments may be receipted for income tax purposes. For more information, contact Sherry Osinga, Director of Finance at 905.648.6655 x111 or [sosinga@hdch.org](mailto:sosinga@hdch.org).



# HAMILTON DISTRICT CHRISTIAN HIGH TUITION POLICY

## AMOUNT AND PAYMENT TERMS

Tuition is payable in full at the rate set by the Board and approved by the membership at the Spring membership meeting. The tuition amount is subject to change by the membership.

### HDCH has six tuition rates:

- Families with one child only at HDCH.
- Families with two or more children only at HDCH.
- Families with one child at HDCH and children at a partner elementary school or home school.
- Families with two or more children at HDCH and children at a partner elementary school or home school.
- For pastors in full-time ministry who qualify for the clergy allowance as defined by Canada Revenue Agency and whose after tax family income is less than \$50,000, the tuition rate is 30% less their tuition rate.
- International students pay a per student international rate. When siblings are enrolled concurrently, the first sibling pays the full international rate and subsequent siblings each pay 75% of the standard international rate.

The following items are required to ensure student registration for the upcoming year:

- Families enrolling at HDCH for the first time are required to pay a \$500 non-refundable deposit by March 1. This deposit is applied to tuition for the “upcoming year” (i.e. September through August).
- A completed Tuition Payment Schedule form is due by June 1st and is to be sent in along with payment from one of the acceptable mechanisms indicated on the Tuition Payment Schedule.

If the Tuition Payment Schedule form is not accompanied by payment as outlined above, student registration will not occur. Payments in excess of any overdue tuition + tuition required for the upcoming year are treated as a donation and are therefore non-refundable.

Any payment returned NSF incurs a \$25 service charge. It is the responsibility of tuition payers to inform the Director of Finance if they will be unable to meet the required tuition by the registration deadline. A satisfactory arrangement must be made at this time in order for registration to take place for the coming school year. This arrangement is to be approved by the Finance Committee.

## TUITION ASSISTANCE

In exceptional circumstances, parents, guardians, or assignees that are responsible for the tuition of students to be registered at HDCH may have their tuition reduced by submitting a completed Tuition Bursary Application Form. To obtain this form and a copy of the Tuition Bursary Fund Policy, please contact the school office.

**Staff Bursary:** Regular and probationary contract staff is eligible for a 50% reduction of tuition at HDCH when enrolling children at both a Christian elementary school and HDCH, or for a 25% reduction of tuition (effective for the 2016/2017 school year) when enrolling children at HDCH only, prorated based on their percentage of full time employment.

## OVERDUE TUITION

All overdue tuition must be paid in full to be registered for the upcoming year. In exceptional circumstances, a satisfactory arrangement must be made with the Director of Finance and approved by the Finance Committee, to pay outstanding tuition during the next academic year. These arrangements must be in writing and accompanied by payment via one of the acceptable mechanisms outlined on the Tuition Payment Schedule. Payment will be first applied to any 'overdue tuition' (i.e. from previous year), and then applied to the upcoming year.

Tuition statements for unpaid tuition from previous years are distributed quarterly to parents, guardians, or assignees.

Please refer to “Tuition Arrears Collection Procedures” for detailed remedial procedures.

## TUITION REFUNDS

Tuition refunds are allowed under the following circumstances:

- 100% of all tuition paid is refunded if a student withdraws before classes start in September. If a student withdraws before classes start in February, 100% of the second semester's (i.e. February – June) tuition is refunded.
- If a student withdraws after classes start, that semester's tuition is refunded as follows:

• Weeks 1 & 2	90%
• Weeks 3 & 4	75%
• Weeks 5 & 6	50%
• Weeks 7 & 8	25%
• Weeks 9+	0%

## INTERNATIONAL STUDENTS

Any student registered at HDCH on a Student Authorization shall be classified as an International Student. It is understood this excludes families who have applied for permanent or landed immigrant status and whose families are in the process of immigrating to Canada.

Payment must be received by the Finance Department at HDCH prior to an admissions letter being completed.

The tuition cost does not include: student fees, board and lodging, uniforms and transportation.

The tuition is ordinarily non-refundable in the event that a student withdraws at any time during the year. Refunds would be granted at the sole discretion of the Board of Directors.