



HAMILTON DISTRICT CHRISTIAN HIGH TUITION POLICY

Amount and Payment Terms

1. 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.
2. HDCH has four tuition rates: standard, reduced for two partner school families, reduced for some pastors, and international.
 - a) Families with children only at HDCH or children in another school system pay the standard tuition rate.
 - b) Families with children at a partner elementary school, or who home school, qualify for the reduced tuition rate.
 - c) 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 the standard tuition rate.
 - d) 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.
3. The following items are required to ensure student registration for the upcoming year:
 - a) 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).
 - b) 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.
4. If the Tuition Payment Schedule form is not accompanied by payment as outlined above, student registration will not occur.
5. Payments in excess of any overdue tuition + tuition required for the upcoming year are treated as a donation and are therefore non-refundable.
6. Any payment returned NSF incurs a \$25 service charge.
7. 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

8. 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.

9. 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

10. 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.
11. Tuition statements for unpaid tuition from previous years are distributed quarterly to parents, guardians, or assignees.
12. Please refer to "Tuition Arrears Collection Procedures" for detailed remedial procedures.

Tuition Refunds

13. Tuition refunds are allowed under the following circumstances:
 - a) 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.
 - b) 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

14. 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.
15. Payment must be received by the Finance Department at HDCH prior to an admissions letter being completed.
16. The tuition cost does not include: student fees, board and lodging, uniforms and transportation.
17. 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.