BC CHRISTIAN ACADEMY

RE-REGISTRATION FEE SCHEDULE 2020-2021

<table>
<thead>
<tr>
<th>Grades</th>
<th>Oldest Child</th>
<th>Second Child</th>
<th>Third Child</th>
<th>Additional Children</th>
<th>PPP</th>
<th>Textbook Deposit</th>
<th>Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>4500</td>
<td>3100</td>
<td>2200</td>
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<td>Grades 1-3</td>
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<td>Grade 6</td>
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<tr>
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<tr>
<td>Grade 8-10</td>
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<td>Grade 11-12</td>
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<td>2300</td>
<td>500</td>
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<td>200</td>
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</tbody>
</table>

**MAXIMUM FAMILY RATE:** 11,500

**Tuition Payment Options:**

1. If you chose the 12-month payment plan option, please complete the attached EFT form and return it with a voided cheque and your re-registration form and deposit of $250. Tuition payments will be divided into 12 monthly installments and your automatic bank payment will start on July 1, 2020 and end on June 1, 2021.

2. If you chose the 10-month payment plan option, please complete the attached EFT form and return it with a voided cheque and your re-registration form and deposit of $250. Tuition payment will be divided into 10 monthly installments and your automatic bank payment will start on September 1, 2020 and end on June 1, 2021.

3. Lump sum payment where a 2% pre-paid discount on tuition amount will be applied. Calculate as shown below and submit a check for the total amount postdated as September 1, 2020 with the $250 tuition deposit. Please check your total with the Business Office.

Tuition: _____ - 2% Discount _____ - $250 Deposit_____ + Student Fees_____ = Total _____

**Please Note:**

Re-registration secures your child's or children's placement in the school for the next academic year. A $250 non-refundable tuition deposit per family will be applied towards next year's tuition or $30 to each month's tuition amount. All re-registration forms with deposit monies must be submitted to the accounting office by **January 15th, 2020**.

Current students who do not re-register by the deadline with the $250 tuition deposit will not be enrolled for the next school year. You will be required to pay $150 registration fees to re-apply for the next academic year.

*All tuition and fees are subject to change.*
Reregistration Checklist

✓ DID YOU COMPLETE YOUR Reregistration Form?
  ○ Sign the Re-reg form
  ○ Have Student(s) Sign the Re-reg form
  ○ Choose your Payment Option
  ○ Attach your Deposit Cheque
  ○ Sign the Tuition Policies Agreement

✓ DID YOU COMPLETE YOUR EFT Form?
  ○ Attach a Voided Cheque
  ○ Check Amounts with Business Office
  ○ For Lumpsum Payments, Please Send Cheque Postdated to Sept 1 2020. (No EFT Needed)

✓ DID YOU COMPLETE YOUR PPP Form?
  ○ Complete the EFT and Signed the Authorization/Agreement to Pay For
    ▪ Any Incomplete PPP Hours
    ▪ Replacing School Property if Your Child Is Responsible for Losing/Damaging Any School Property Including Textbooks
BC CHRISTIAN ACADEMY RE-REGISTRATION FORM 2020-2021

The Deadline for re-registration is January 15th, 2020

To: Parents and Students
Each year students are reviewed to determine their eligibility for re-enrolment. After reviewing your child's progress, we are pleased to offer you placement at British Columbia Christian Academy for the 2020-2021 school year.
Indicate your acceptance or non-acceptance of a placement for the 2020-2021 school year (below).
Parents/Guardians to read and sign parental/guardian commitment (below).
Students (grades K - 12), read and discuss student commitment with parent (below).

Parent/Guardian Commitment:
♦ I/We agree to support the policies of the school and acknowledge that my/our child's education will be in harmony with these policies
and subject to the authority invested in the classroom teacher and the administration.
I/WE agree that if we withdraw our child(ren) from BCCA, two months written notice must be given to BCCA. In lieu of notice, a one month tuition payment is due and payable to the school.

Please enter Students Re-registering or not Re-registering for 2020-2021:

Student Commitment: I understand that attendance at British Columbia Christian Academy is a privilege and not a right. I will forfeit this privilege if I do not conform to the standards and ideals of work and life of the school. The school may insist on my withdrawal at any time that in the opinion of the school, my behavior does not conform to the spirit of British Columbia Christian Academy.

Parent's / Guardian's Signature: ________________________________

(Parent / Guardian by signing this you are indicating that you have discussed this with your child and are in agreement)

Student Name: ___________________________________________ Grade entering ________
Student Name: ___________________________________________ Grade entering ________
Student Name: ___________________________________________ Grade entering ________
Student Name: ___________________________________________ Grade entering ________

Other Siblings Name (not enrolled in BCCA): ___________________________ Age ________
Other Siblings Name (not enrolled in BCCA): ___________________________ Age ________

☐ YES, I/We wish to re-register and a non-refundable deposit is included. (the deposit of $250.00 is non-refundable and can only be applied to next school year's monthly tuition).
☐ No, I/We do not wish to re-register for 2020-2021.

Payment Options Plan
I wish to pay:
☐ A lump sum (Please submit post dated cheque)
☐ 10 Month Installments (Beginning September 1, 2020)
☐ 12 Month Installments (Beginning July 1, 2020)
Please complete EFT form for monthly payments

☐ Re-registration deposit of $250.00 (if paid by January 15, 2020)
☐ Re-registration deposit of $250.00 + $150.00 Registration Fee (if paid after January 15, 2020)

IF APPLICATION IS NOT COMPLETE OR WITHOUT DEPOSIT, IT WILL BE RETURNED!
BRITISH COLUMBIA CHRISTIAN ACADEMY
LOCAL STUDENT RE-REGISTRATION 2020-2021

POLICIES RELATING TO TUITION AND FEE PAYMENTS

Standard tuition rates apply to all students admitted to the school. The following policies apply unless arrangements have been made with the business office.

1. I/we understand and agree with the purpose of British Columbia Christian Academy (BCCA) as set out in the handbook, and acknowledge that I am re-enrolling my child because of my earnest desire that he/she receives a Christ-centred education.

2. I/we understand that all tuition payments and fees are due at the beginning of each school year. If payments for tuition are made monthly, it is due on the first of the month. A late fee of $50 will be assessed on any tuition payments received after the fifteenth of the month.

3. I/we understand that monthly tuition payments, will be paid by EFT (Electronic Funds Transfer) and the tuition amount will be automatically deducted from my/our bank account on the first of each month.

4. I/we understand that any dishonored (returned) payment must be paid promptly with a service charge of $45 and any late fees, if applicable.

5. I/we understand that if my/our account is in arrears greater than 90 days, the matter will be reviewed by the Tuition Committee and/or the BCCA board which may result in your child(ren) from being permitted to continue attending BCCA until suitable payment arrangements are made.

6. I/we understand when a student voluntarily withdraws from the school for any reason, two months written notice must be given. In lieu of notice, a one-month tuition payment is due and payable to the school. Any student activity fees and re-registration deposit is considered non-refundable.

7. I/we understand that a non-refundable deposit of $250 is payable by the re-registration deadline which confirms the student(s) enrolment into the next school year. The deposit will be divided equally and applied towards each monthly tuition for the upcoming academic year.

8. I/we understand that a registration fee of $150 will be payable, if the re-registration form and deposit of $250 is submitted after the deadline.

9. I/we understand that if we have any tuition fees and/or any other fees still outstanding as of June 30th of the school year, my/our family may be placed on the waiting list of the school regardless of whether I/we have re-registered for the next school year.

10. I/we understand that report cards/transcripts and/or yearbook of students owing tuition at the end of the school year may be held back until all fees are paid. In addition, no senior student will be permitted to attend graduation exercises or receive a diploma unless the family's tuition payments are up to date.

11. I/we understand that continued failure to meet the above stated obligations or agreements with the Business Administrator ON TIME will result in Board action to consider refusal of enrollment for subsequent years.

12. I/we understand when a student is expelled or withdrawn at the recommendation of the school; tuition for the full month will be due up to and including the month of expulsion or withdrawal.

13. I/we understand that students must return their textbooks or any other school property in satisfactory conditions to the appropriate teachers. Replacements for any lost or damaged items will be billed to the students and the amount will be debited from our bank account as authorized on the EFT form.

14. I/we understand that if the Parent Participation Program (PPP) hours are not completed, there is a $20 fee billed for every incomplete hour and is payable by the end of each semester. The balance owing will be debited to the bank account as authorized on the EFT form.

15. I/we understand that all unpaid tuition accounts from past years are still due to British Columbia Christian Academy, and failure to pay any fees by the due date may result in late fees and/or other penalties, including collection and legal fees.

I/we the undersigned solemnly declare that we have read and understood the policies and conditions relating to tuition and fee payments as described above. By signing below, I/we accept full responsibility for the payment of all tuition and student fees.

Father's/Guardian's Name & Signature/Date 
Mother's/Guardian's Name & Signature/Date

For Office:  □ Copy to Office  Date: ______________________
# Electronic Funds Transfer Form (PPP & Textbook)

**Customer Information (Please print clearly)**

<table>
<thead>
<tr>
<th>Name(s):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Province:</td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

**Please attach a voided cheque or bank direct deposit form here:**

**DO NOT USE THIS FORM FOR REGULAR TUITION FEE EFT**

**Acknowledgement of the Parent Participation Program and Textbook/School Property Replacement Policy:**

- I agree to abide by the Parent Participation Program Policy of BCCA as explained on page one. I understand that it is my responsibility to submit my completed volunteer form to the school office so that my participation hours can be recorded and updated. If I do not fully meet my commitments as indicated by my choice on page one, I agree to pay in full the penalties as explained.
- I agree to abide by the Textbook and school property replacement policy of BCCA. If my child(ren) loses or damages any school property including textbooks, I agree to pay for the replacement of the lost or damaged item(s).

I authorize British Columbia Christian Academy Society (BCCA) to debit the bank account identified on the voided cheque or direct deposit form, for the amount that will be calculated and owed for the Parent Participation Program and for the replacement cost of any lost or damaged school property.

I understand that I may revoke my authorization at any time, subject to providing written notice of 30 days. To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

<table>
<thead>
<tr>
<th>Signature of Account Holder:</th>
<th>Signature of Joint Account Holder (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (please print):</td>
<td>Name (please print):</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
You have certain recourse rights if any debit does not comply with this agreement. For example you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

The Parent Participation Program is an important dimension of the operation of British Columbia Christian Academy (BCCA). The purpose of the program is to foster a spirit of community and pride among BCCA families, and provide tangible economic benefits to the school. As parents, with a vital role to play in the education of our children, we commit to working together as Christians to create a better school. Parents must take individual responsibility for signing up for a Parent Participation Program category of their choice, and for ensuring that they accumulate the 20-hour minimum requirement. Most categories will advertise for parent assistance via the school website and Newsletter. Please take advantage of these key communication tools:

Email to pppcoordinator@bcchristianacademy.ca throughout the year for all program enquires or comments. We welcome your feedback on the program.

To check how many hours you have completed or opportunities to complete your hours, go to the school website and choose “current families”, click on “General” and then “Parent Participation Program”. We will update your hours every month. If you are a new parent, please check any of your payment receipts/invoices from the accounting office or email them to receive your family ID no.

Oldest Child's Full name: __________________________   Family ID: __________________________

Please choose one of the following options:

☐ 1. Participating Family are required to commit to fulfilling a total of 20 hours.
   In choosing this option, you agree to:
   
   • Fulfill a minimum of 10 hours of participation activities by January 31st during the school year.
   • Fulfill a minimum of 10 hours of participation activities by June 30th during the school year.
   • Pay for any unfinished PPP hours after the end of each semester through EFT (Electronic Funds Transfer). BCCA will bill $20 for each unfulfilled hour and process payment through EFT as authorized on the next page.
   • Take personal responsibility to abide by the expectations of the program as set out in the school policy.

☐ 2. Non-Participating Family Choose this option if you do not wish to participate in the Parent Participation Program and BCCA will invoice you for $400 at the beginning of September, and process payment through EFT (Electronic Funds Transfer) as authorized on the next page.

☐ 3. Special Exemption: This option is for families going through extenuating circumstances, such as health or family problems, and may qualify for a partial or full exemption. Before the school year starts, email your requests for Special Exemption from the Parent Participation Program to pppcoordinator@bcchristianacademy.ca
   • Please complete the EFT (Electronic Funds Transfer) authorization on the next page for partial exemptions or in case your request is not sanctioned