



# BC CHRISTIAN ACADEMY

## LOCAL RE-REGISTRATION FORM 2025-2026

**Re-registration Deadline: January 13<sup>th</sup>, 2025**

### 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 a placement for your child at British Columbia Christian Academy (BCCA) for the 2025-2026 school year.

### Instructions:

1. **Indicate your acceptance or non-acceptance** of the placement for the 2025-2026 school year (below).
2. **Parents/Guardians** to read and sign the **Parental/Guardian Commitment** (below).
3. **Students (grades K-12)**: Read and discuss the **Student Commitment** with your parent/guardian (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 of the classroom teacher and administration.
- I/We agree that if we withdraw our child(ren) from BCCA after registration, **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.

### 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.

### Please Enter Students Re-Registering or NOT Re-Registering for 2025-2026:

**Parent/Guardian Signature:** \_\_\_\_\_

*(By signing, you indicate that you have discussed this with your child(ren) and are in agreement.)*

Student Name & Grade entering: \_\_\_\_\_ Student Name & Grade entering: \_\_\_\_\_

Student Name & Grade entering: \_\_\_\_\_ Student Name & Grade entering: \_\_\_\_\_

Student Name & Grade entering: \_\_\_\_\_ Student Name & Grade entering: \_\_\_\_\_

Other Siblings Not Enrolled in BCCA:

Name: \_\_\_\_\_, Age: \_\_\_\_\_

Name: \_\_\_\_\_, Age: \_\_\_\_\_

**YES, I/We wish to re-register and a non-refundable deposit will be processed via Electronic Funds Transfer (EFT). (the deposit of \$500.00 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 2025-2026.**

Reason: \_\_\_\_\_

### Payment Options Plan

Choose one:

- A lump sum (Please submit post dated cheque)**
- 10 Month payments (Begins September 1, 2025)**
- 12 month Instalments (Begins July 1, 2025)**

**Please complete new EFT form only if you are changing your bank account information**

### Payment Authorization

(Please Initial) I/We hereby authorise the deposit and registration fees (if applicable) by Electronic Funds Transfer (EFT) on file.

Please choose one option below:

- Re-registration deposit of \$ 500.00 (if everything is submitted by January 13, 2025)**
- Re-registration deposit of \$ 500.00 + \$ 250.00 Registration Fee (if submitted after January 13, 2025)**



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## LOCAL RE-REGISTRATION FORM 2025-2026

### POLICIES RELATING TO TUITION & 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. **Tuition Payments:** I/we understand that tuition payments and fees are due at the beginning of each school year. For monthly payments, they are due on the **1st of each month**. A **\$50 late fee** will be applied to any payments received after the **15th** of the month.
2. **Payment Method:** I/we agree that monthly tuition payments will be made by **Electronic Funds Transfer (EFT)**, with automatic deductions from our bank account on the **1st of each month**.
3. **Returned Payments:** If any payment is dishonored (returned), I/we will promptly pay it with a **\$45 service charge** and any applicable late fees.
4. **Accounts in Arrears:** If our account is in arrears for more than **90 days**, the matter will be reviewed by the Tuition Committee and/or the BCCA board. This may result in our child(ren) being unable to continue attending BCCA until suitable payment arrangements are made.
5. **Withdrawal Policy:** If we withdraw our child(ren) from the school, **two months' written notice** is required. If notice is not given, **one month's tuition** is due. **Activity fees and the re-registration deposit** are non-refundable.
6. **Leave of Absence Policy:** Students who take a leave of absence are required to continue fulfilling all financial obligations, including tuition fees.
7. **Non-Refundable Deposit:** A **non-refundable deposit of \$500** is payable by the re-registration deadline to confirm enrollment. The deposit will be applied towards the first month's tuition.
8. **Annual Registration Fee:** A **\$250 registration fee** is payable every year and may be waived if the re-registration form and \$500 deposit are submitted by the deadline.
9. **Outstanding Fees:** If any tuition or fees are still outstanding as of **June 30th**, our family may be placed on the waiting list for the next school year, regardless of whether we have re-registered.
10. **Withholding of Yearbooks:** Transcripts and/or yearbooks may be withheld for students with outstanding tuition fees at the end of the year. Senior students will not be permitted to graduate and/or attend the graduation banquet unless tuition is up-to-date.
11. **Failure to Meet Payment Obligations:** Continued failure to meet payment obligations may result in the Board considering refusal of enrollment for future years.
12. **Expulsion or Withdrawal:** If a student is expelled or withdrawn at the recommendation of the school, tuition for the full month will be due, including the month of expulsion/withdrawal.
13. **Return of School Property:** Students must return textbooks and school property in satisfactory condition. Damaged or lost items will be billed to the student.
14. **Parent Participation Program (PPP):** If PPP hours are not completed, a **\$20 fee** will be charged for every unfulfilled hour.
15. **Outstanding Tuition from Past Years:** All unpaid tuition accounts from previous years are still due, and failure to pay may result in late fees and collection penalties.

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

\_\_\_\_\_  
Father's/Guardian's Name & Signature/Date

\_\_\_\_\_  
Mother's/Guardian's Name & Signature/Date

Father's Mobile Contact: \_\_\_\_\_

Mother's Mobile Contact: \_\_\_\_\_



# BC CHRISTIAN ACADEMY

## LOCAL RE-REGISTRATION FORM 2025-2026

### Parent's Consent

\_\_\_\_\_(initial) I/we understand and agree with the purpose of British Columbia Christian Academy (BCCA) as outlined in the handbook, and I/we are re-enrolling our child for a Christ-centered education.

\_\_\_\_\_(initial) I/we consent to allow BCCA to collect, use, and disclose information contained in the student file for purposes related to establishing, maintaining, and terminating the student's relationship with BCCA, as outlined in the Personal Information Privacy Policy.

\_\_\_\_\_(initial) I fully consent to my child attending field trips, exploratory trips, and other school events, and do not hold BCCA liable for any accident or injury during these events.

\_\_\_\_\_(initial) I consent to BCCA using photographs of my child(ren) for promotional materials, school newsletters, or on the school website.

### Checklists

Before sending your forms, ensure the following are completed:

- Completed re-registration form with student names, grades entering, and payment option selected.
- Read and signed the Policies relating to Tuition and Fee Payments.
- Initialed the Parent's Consent section.
- Completed EFT Form if bank information has changed.
- Completed Parent Participation Form.

### Please Note:

Incomplete submissions will be returned. Forms submitted after **January 13, 2025**, may require additional registration fees.

**For Office:**     Copy to Office                      Date: \_\_\_\_\_



# BC CHRISTIAN ACADEMY

## LOCAL RE-REGISTRATION FORM 2025-2026

### SCHOOL FEES AND PAYMENT OPTIONS

- Registration Fee:** A \$250 registration fee is payable every year and is waived only if the re-registration form and deposit of \$500 are completed and submitted by **January 13, 2025**.
- Tuition Deposit:** The \$500 tuition deposit will be applied to the first month's tuition.
- Student Activity Fees:** These fees are payable with the first month's tuition.
- Tuition Fees:** There are 3 payment options to pay tuition. Please indicate your option on **page 1**

#### 1. 12-Month Payment Plan:

- ✓ Complete the attached EFT form only if your bank information has changed and return it with a voided cheque and re-registration form.
- ✓ A \$500 deposit will be processed via EFT on **January 15, 2025**.
- ✓ Tuition payments will be divided into **12 monthly installments**, with automatic payments starting **July 1, 2025**, and ending **June 1, 2026**.

#### 2. 10-Month Payment Plan:

- ✓ Complete the attached EFT form only if your bank information has changed and return it with a voided cheque and re-registration form.
- ✓ A \$500 deposit will be processed via EFT on **January 15, 2025**.
- ✓ Tuition payments will be divided into **10 monthly installments**, with automatic payments starting **September 1, 2025**, and ending **June 1, 2026**.

#### 3. Lump-Sum Payment:

- ✓ A **2% pre-payment discount** on tuition will be applied.
- ✓ Complete the attached EFT form only if your bank information has changed and return it with a voided cheque and re-registration form.
- ✓ A \$500 deposit will be processed via EFT on **January 15, 2025**.
- ✓ The remaining tuition balance (after discount) will be processed on **September 1, 2025**.

BCCA TUITION & FEE SCHEDULE FOR 2025-2026				
GRADES:	FIRST CHILD RATE	SECOND CHILD RATE	THIRD CHILD RATE	STUDENT ACTIVITY FEES
ES - KINDERGARTEN - GRADE 4	\$ 7,450.00	\$ 4,000.00	\$ 2,850.00	\$ 150.00
MS - GRADE 5 TO GRADE 8	\$ 8,450.00	\$ 4,600.00	\$ 2,900.00	\$ 300.00
HS - GRADE 9 TO GRADE 10	\$ 9,250.00	\$ 4,850.00	\$ 3,000.00	\$ 350.00
HS - GRADE 11 TO GRADE 12	\$ 9,450.00	\$ 5,050.00	\$ 3,250.00	\$ 400.00
<b>FAMILY MAXIMUM</b>	<b>\$ 16,900.00</b>	<b>PER FAMILY MAXIMUM TUITION</b>		

For Examples:

2 children family, oldest in grade 9 and younger in grade 7, tuition will be \$9250 + \$4600 & activity fees will be \$350 + \$300 = \$14,500

3 children family, in grade 11, grade 8 and grade 4: tuition is \$9450 + \$4600 + \$2850 & activity fees is \$400+\$300+\$150 = \$17,750



# British Columbia Christian Academy

1019 Fernwood Ave, Port Coquitlam, BC, V3B 5A8 ◦ Phone: (604) 941-8426 ◦ Fax (604)942-9943

## Electronic Funds Transfer (EFT) Agreement

### Customer Information (Please print clearly)

Name(s): \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Name of Student: \_\_\_\_\_

### Bank Account Information

Bank Account Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Branch Transit Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Financial Institution \_\_\_\_\_

Branch Address: \_\_\_\_\_

### Pre-authorized Debit (PAD) Details

I/We authorize British Columbia Christian Academy Society (BCCA) to debit the bank account identified above for monthly regular recurring student(s) fees and/or one-time payments from time to time, for payment of all charges arising under my/our BCCA account(s). Regular monthly payments for the full amount of tuition, and if applicable bus fees, will be debited to my/our specified account on the 1<sup>st</sup> of each month. BCCA will provide 10 days written notice of the amount of each regular debit. BCCA will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until BCCA has received written notification from me/us of its change or termination or until my BCCA account is active while my children are enrolled and attending the school. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided above.

BCCA may not assign this authorization whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

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).

Signature of Account Holder: \_\_\_\_\_

Signature of Joint Account Holder (if applicable): \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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](http://www.cdnpay.ca).

**\*\*Original Void cheque must accompany this agreement to be implemented\*\***



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## LOCAL RE-REGISTRATION FORM 2025-2026

### PARENT PARTICIPATION PROGRAM – APPLICATION FORM

The Parent Participation Program (PPP) is integral to building and maintaining a strong sense of community in BC Christian Academy. The philosophy around the development of the PPP was primarily to assist in developing a stronger Christian community and to provide tangible economic benefits to our school by rallying our families to commit to supporting BCCA by volunteering a set number of hours each year. Through our PPP, families are able to understand the heart of the school better and are able to connect and build relationship with other families. Furthermore, the cost savings to our school has been substantial over the years, allowing BC Christian Academy, to put more money back into enriching the educational programs for our students and improving the resources for our staff.

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 [ppp@bccaschool.ca](mailto:ppp@bccaschool.ca)** for all program enquires and welcome your feedback on the program.

To check how many hour/s you have completed or opportunities to complete your hours, go to the school website and choose “Community”, click on “Parent Community” 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 [accounts@bccaschool.ca](mailto:accounts@bccaschool.ca) 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 31<sup>st</sup> during the school year.
  - Fulfill a minimum of 10 hours of participation activities by June 30<sup>th</sup> during the school year.
  - Pay for any unfinished PPP hours through EFT (Electronic Funds Transfer) by the end of the school year. BCCA will bill \$20 for each unfulfilled hour and process payment through EFT.
- 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).
- 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 [ppp@bccaschool.ca](mailto:ppp@bccaschool.ca)

#### 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 above. I understand that it is my responsibility to submit my completed volunteer form 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 my EFT Form, for the amount that will be calculated and owed for the Parent Participation Program and/or for the replacement cost of any lost or damaged school property.

\_\_\_\_\_  
PARENT NAME AND SIGNATURE

\_\_\_\_\_  
DATE