



TUITION FEES

Tuition fees include the cost of educational equipment, processing fee for registration of currently enrolled students and other items such as such as: student insurance, elementary textbooks, and memberships. For each Grade 6-12 student, an Incidental Fee of \$200.00 is to be added to the listed tuition fee.

JK-Gr.12 Full-Time students

1 st child in the family	\$14,124.00
2 nd child in the family	1 st child rate less 25%
3 rd child in the family	1 st child rate less 40%
4 th and additional children	1 st child rate less 70%

JK-Gr.12 Full-Time Students

<i>with siblings registered in the Early Learning Centre (ELC)</i>	
1 st child in the family	1 st child rate less 25%
2 nd child in the family	1 st child rate less 40%
3 rd child in the family	1 st child rate less 70%
4 th and additional children	1 st child rate less 70%

ADDITIONAL COSTS

Students are responsible to purchase course supplies and to pay for field trips, outdoor education, extra-curricular fees, etc. on a per use basis. Students in Grades 9-12 are required to purchase their own textbooks. Advanced Placement examination fees are separate and not included in tuition fees.

UNIFORMS

Each student is expected to purchase and wear the regular uniform and the physical education uniform if applicable. The uniform must be obtained directly from the following OFFICIAL SUPPLIER:

InSchoolwear:

Richmond Hill Location
28 Fulton Way, Unit 4
Richmond Hill, Ontario, L4B 1J5
Phone: (905) 597-2011
Email: richmondhill@inschoolwear.com
www.inschoolwear.com

TERMS OF PAYMENT FOR TUITION

- Application Fee: **\$150** per student (**non-refundable**)
 - *Note: in the event space for a particular grade is full, the \$150 Application Fee will be deferred for any applications submitted for that waitlist. The \$150 Application Fee will become payable at the time that a space is offered to an applicant on waitlist.*
- Testing Fee: **\$235** per student – if required (**non-refundable**)
- Tuition Deposit*: **\$400** per student (**non-refundable**)*
- Payment methods: e-transfer finance_office@pca.ca or cheque(s) payable to: "PCA"

* Tuition Deposit

The tuition deposit is due on acceptance to guarantee placement for the coming school year. It will be applied to the tuition payment for the applicable school year only if the student completes the school year. The tuition deposit is **non-refundable** when:

- a student is registered and is withdrawn before starting school **or**
- a student is withdrawn prior to the completion of the school year.



PAYMENT PLANS

1. **Full Payment Plan:** a 2% discount is only applicable to a full tuition payment. A full payment cheque payable to "PCA" must be received at time of registration.
2. **Twelve (12) Month Pre-Authorization Payment Plan:** Your monthly tuition fee will be deducted from your back account on the 1st or 15th of each month. Tuition payment is due on from July to June of the applicable school year.
3. **Tuition Fee Discounts** are available for full-time Christian workers and full-time local church pastors subject to eligibility. Application must be made each year to receive these discounts. Application forms are available from the school office and need to be submitted at time of registration.

PAYMENT POLICIES AND PROCEDURES

A registered student will not be admitted to a new school year unless all payments due are received before the beginning of the new school year.

NOTE: Please make alternative arrangements immediately with the Finance department if any difficulty arises in keeping your account current (NSF cheques = \$25.00)

WITHDRAWAL FROM THE SCHOOL

When enrolled at Peoples Christian Academy, the student is guaranteed a place in the system for the school year. Based on enrolment, teachers are hired, supplies purchased and other students are not accepted. As a result of this commitment, we have the following withdrawal policy:

1. At least **two full months'** advance written notice is required for student withdrawal or a **two-month tuition fee penalty charge will apply** at the family's respective tuition fee rate. **The notice period or penalty is based upon a minimum of two whole months following receipt of the written notice of withdrawal and does not retroactively include any tuition already paid for the applicable school year (i.e.: July and August tuition payments).** Therefore, as an example, if a family registers at any point during a month, then the full monthly tuition payment would apply for that month. Similarly, if a notice of withdrawal is served mid-September, then all of a September's tuition would be due, and the two-month penalty charge would be applied to both October and November.
2. Procedure for student withdrawal during the school year is as follows:
 - A withdrawal notice form is available from the school office; please complete this form before scheduling the exit interview with the Vice Principal
 - An interview must be scheduled with the Principal to discuss the withdrawal
 - The decision of the two-month penalty charge will be finalized by the Principal
 - The signed copy of the withdrawal notice will be forwarded to the Finance department for processing
3. The tuition deposit is non-refundable when:
 - A student is registered and is withdrawn before starting school, **or**
 - A student is withdrawn prior to the completion of the school year.
4. All accounts in arrears are to be cleared with the Finance department before withdrawal.
5. Failure to clear all accounts could delay the transfer of student records.