

### **Annual Fee Schedule (in Canadian dollars):**

<b>Application Fee:</b>	\$ 200.00
<b>Tuition Fee (2020/21 school year):</b>	\$ 15,000.00
<b>Activity Fee:</b>	\$ 60.00

*Additional fees may be charged for extracurricular activities not covered in the above fee structure.*

### **Refund Eligibility:**

The application fee is non-refundable.

The tuition and activity fees are non-refundable except under the follow circumstances:

- Tuition and activity fees will be refunded if the student's application to Citizenship and Immigration Canada for a Study Permit is refused. Documented evidence of the refusal is required. The application for a Student Permit must be completed within three weeks of the date of the Letter of Acceptance issued by the School.
- Tuition and activity fees will be refunded if the student applies for Permanent Residency before submitting the completed International student application package to the School, and receives their Permanent Residency and provides official documented proof to the School before the first day of the school year in September.

If the student's registration is withdrawn after all fees have been paid, and prior to beginning classes, in addition to forfeiting all tuition and fees paid, Citizenship and Immigration Canada will be notified that the student's registration has been withdrawn as it pertains to the Study Permit application.

### **Registration Procedures:**

1. The student's parents or International Agent (if applicable) will submit a completed International Student Application Package to the School, along with the non-refundable application fee.
2. The application will be reviewed, and it will be determined if the student will proceed to an EAL assessment conducted by the School's EAL Coordinator. The assessment will be used to determine the student's English language proficiency and if EAL support will be required. If the student is living outside of Canada at that time, the EAL assessment will be conducted via SKYPE.
3. Based on the recommendations of the EAL Coordinator, an admission interview with the Principal will be arranged. If the student is living outside of Canada at that time, the admission interview will be conducted via SKYPE. The student's parents, and Agent (if applicable), are required to attend the meeting.
4. The family, or Agent (if applicable), will be notified of the School decision by email. A placement offer will outline the terms of acceptance, including the tuition and activity fees, which will be due in full within 3 business days. Payment will be accepted by cash, bank draft or electronic bank transfer only.
5. Once the School has received payment of the full fees, the School Registrar will issue a formal Letter of Acceptance within 3 business days. The Letter of Acceptance will be required for the student to apply for a Study Permit from Citizenship and Immigration Canada. The Letter will have an expiry date of 3 weeks from the date of issue.
6. The student's parents, or Agent (if applicable), are responsible for arranging medical coverage for the student. Prior to obtaining the compulsory BC Medical Services Plan coverage (available after a 3 month waiting period), the student is required to have private temporary medical insurance. Proof of medical coverage must be provided to the School before the student is permitted to begin classes.
7. All International students in Kindergarten to grade 8, studying for a term of greater than 6 months, are required to hold a Study Permit issued by Citizenship and Immigration Canada that is valid for the duration of their study term (except in cases where an exemption is required by Citizenship and Immigration Canada). The original Study Permit must be brought to the School office for copying before the student is permitted to begin classes.