

For Office use only	
Post-Dated cheque(s)	<input type="checkbox"/>
Pre-Authorized Form	<input type="checkbox"/>
Volunteer Form	<input type="checkbox"/>
TRIP Certificate	<input type="checkbox"/>
Tuition Assistance	<input type="checkbox"/>

Calvin Christian School – Tuition and Fees Form 2023/2024

*For reference only- online registration form **MUST** be filled out

Name of Parent(s): _____

Phone Number: _____ Email: _____

Fees stated are per family unless otherwise noted.

Tuition Fees			Family Amounts	Payable
A.1	Family Tuition	Grade JK – 8 OR Full-Time K only	\$13,575	
A.2		Grade JK - 8 + Full-time K	\$17,275	
A.3		<u>Unity Campus</u> Grade JK - SK Part-time	\$8,820	
A.4		<u>West 5th Campus</u> Grade JK - SK Part-time	\$8,820	
B	TRIP Reduction		-\$ per receipt	
C	Optional HDCH Bursary		Up to -\$1,000	
D	TOTAL TUITION (D = A - B - C)			\$
E	For Returning JK to Gr. 7 Families: Less Tuition deposit		-\$500 was Paid in March	
F	Less Tuition Assistance		-\$ Per Finance Manager	
G	TOTAL TUITION PAYABLE (G = D - E - F)			\$

Other Fees			Family Amounts	Payable
H.1	Trans- portation Fee Form #242.3 must be submitted (if applicable)	Grade JK – 8 Full-time	\$2,625	
H.2		Grade JK - SK Part-time A or B	\$1,313	
H.3		CCS and HDCH	\$3,075	
H.4		HDCH Shuttle return	\$1,313	
H.5		HDCH Shuttle 1-way	\$656	
I	Annual Membership Fee		\$300	\$300
J	Donation to the Tuition Assistance Fund		Your Choice	
K	Student Fund	Grade JK - SK Part-time	\$25 each student	
		Grade K - 8 Full-time	\$50 each student	
L	TOTAL OTHER FEES (L = H + I + J + K)			\$
M	TOTAL PAYABLE (M = G + L)			\$

* Please see explanation notes for the line items on the reverse side

<p>PAYMENTS ARE REQUIRED TO BE ATTACHED!</p> <p>Return forms & payment to the office by June 15th.</p> <p>By signing this form you are agreeing to pay the total above for the school year 2023/2024 and are in agreement to the terms listed in the notes.</p> <p>Signature #1: _____</p> <p>Signature #2: _____</p> <p>Date: _____</p>	<p>Please select the payment option of your choice:</p> <p>() Annually: 1 cheque or Interac eTransfer for the full amount on or before September 20</p> <p>() 12 Monthly: 1/12th on the 20th of each month from September to August</p> <p>() Optional 3rd Party Payment: Please attach or include the details and deduct from your total payments</p> <p><i>*Any changes to the payment schedule after September 15, 2023, may be subject to an administrative fee. an alternate payment type is needed please contact the Finance Manager for approval at finance@ccshamilton.ca.</i></p>
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GENERAL NOTES:

1. CCS operating funds are generated from tuition, membership fees, and donations. Fees are set annually by the Board of Directors and presented at the annual Spring Membership meeting.
2. **NSF Fee Policy** – If for any reason your payment is returned for insufficient funds or other reasons a \$45 processing fee will be charged to your account.
3. CCS is a registered charitable organization, issuing tax receipts for qualifying donations. When optional reductions that are being offered are not taken, the charitable donation receipt will usually increase by that amount. For tuition payments, there is an amount that needs to be covered for the “Cost of Education” per student before the remaining payment is considered a donation.
Example: If a fundraising and volunteer reduction is not taken, the amount paid for tuition is higher. Therefore the amount of the charitable donation receipt will also be higher, in virtually every case, by the amount of the forgone reduction. The charitable tax credit is non-refundable and can be used to reduce your income tax for the applicable tax year. You can find a “Charitable donation tax credit calculator” to assist you in estimating your personal benefit. It is on the Canada Revenue Agency website www.cra.gc.ca, search for “Giving to charity: Information for donors”.
4. **Refund Policy** - Families may leave the school prior to the completion of the school year. A refund will be granted on a per semester basis with notification to the school office by way of the Principal and Finance Manager, less a \$500 administration fee. The following applies to the refund:
 - a. Withdrawal prior to September 1st: a full refund will be issued, less the administration fee.
 - b. Withdrawal prior to November 30th: a refund of 7 months of the fee (70%) less the administration fee.
 - c. Withdrawal prior to February 28th: a refund of 4 months of the fee (40%) less the administration fee.
 - d. Withdrawal March 1st or later: there will be no refund

Refund of transportation fee will be granted on a per semester basis with notification to the school office or VP of Transportation, less a \$100 administration fee. If the family remains at the school, they will not be able to use the transportation service again until the start of the next school year. The following conditions apply to the transportation fee refund:

- a. Withdrawal prior to September 1st you will receive a full refund
- b. Withdrawal prior to November 30th you will receive 7 months of the fee (70%) less \$100 administration fee
- c. Withdrawal prior to February 28th you will receive 4 months of the fee (40%) less \$100 administration fee
- d. Withdrawal March 1st or later NO refund

SPECIFIC FIELD NOTES:

- A. **Full Tuition** – There are four rates for families without fundraising support:
 - A.1 is for families with at least one child in Grade 1-8 OR families with oldest child in full-time Kindergarten (includes part-time kindergarten for younger child(ren))
 - A.2 is for families with at least one child in Grade 1-8 AND at least one child in full-time Kindergarten
 - A.3 is for Unity Campus families with only children in Senior or Junior Kindergarten (part-time)
 - A.4 is for West 5th Campus families with only children in Senior or Junior Kindergarten (part-time)
- B. **TRIP Reduction** – Please attach the Tuition Reduction Certificate and enter this amount here. *Please note your TRIP reduction dollars must be applied for this school year unless otherwise arranged with the TRIP Coordinator.*
- C. **Optional HDCH Bursary** – This is a tuition bursary for families also paying HDCH (Hamilton District Christian High) tuition. HDCH and CCS are independent of each other. In an attempt to keep primary and secondary Christian education affordable, CCS recognizes the financial burden that may exist for some families that are paying tuition to both schools. Please assess your ability to pay the full CCS tuition and if necessary you can deduct up to \$1,000 from CCS tuition if you also have children attending HDCH.
- E. **Tuition Deposit** – This is an annual deposit for returning families to CCS that is paid in March. It is non-refundable after March 1st. It is implemented to help with the planning of new family enrollment and financial planning for the upcoming school year.
- F. **Tuition Assistance Fund** - Tuition assistance may be available to some families who are financially unable to pay the full tuition fee. To apply for assistance, please contact our Finance Manager. **Tuition assistance applications from existing families must be completed and returned to the Finance Manager by April 30th for consideration by the Finance Committee.**
- H. **Transportation Fee** – If applicable select the level pertaining to your family. Please note that no tax receipts are issued for this service. Your family must have also completed the Bus Registration Form [#242.3](#), which can be found on our website.
- I. **Membership Fee Policy** - Tuition paying families pay their mandatory membership fee annually. Families who transfer in or out of Calvin Christian School during the school year will not have their membership fee prorated. The membership fee portion of tuition is not refundable.
- J. **Donations to the Tuition Assistance Fund** - Families who are financially able are encouraged to contribute to the tuition assistance fund to assist those who are unable to meet the total tuition amount. Such “arms length” donations meet the definition of a charitable donation and will be handled accordingly. Also see Note 3 above.
- K. **Student Fund** - Typically the Student Fund is a significant source of revenue that helps pay expenditures related to field trips, class trips, tournaments, field day, choir/band performances, awards, instruments, agendas, etc. There may be other student fees and other fund raising activities (ex. outreach service projects, special needs, FundRaising committee etc.) occurring during the school year. These fees and activities will be announced via the Courier.
- M. **Pre-authorized payment (preferred) or post-dated cheques are required.** Cheques are payable to Calvin Christian School and sent to the school office, attention Finance Manager, by the due date. Pre-authorized payments can be made by completing form #341.3.