

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. 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 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

Refunds of transportation fees 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: 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.

SPECIFIC FIELD NOTES:

- A. **Family Tuition** – There are three rates for families:
 - 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 families with children in Senior or Junior Kindergarten only (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 the 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. The regular membership fee includes two votes - one for each parent. If you are a single parent family, you may reduce your membership fee by \$150 since you will only be entitled to one vote. Please note that families who transfer in or out of Calvin Christian School during the school year will not have their membership fee prorated. Membership fees are 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** - This fund 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 (e.g., 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 for the total payable are required.** Cheques can be made 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.