

TUITION POLICY – PAYMENTS, REFUNDS & ARREARS

TUITION PAYMENTS

Tuition payments shall be made in one of three ways:

- Lump sum payment – due on or before August 1st
- 10 monthly electronic fund transfers commencing August 1st
- 10 monthly post-dated cheques – commencing August 1st
- Etransfer payment – lump sum or monthly
(office@londonchristianacademy.ca)

Payments shall be delivered to London Christian Academy on or before the due date of the first payment.

If a student enrolls in the school after August 1st of the school year, the following fees are required on or before the day they begin classes:

- registration fee
- full month's tuition for the month they begin classes
- prepayment of the last month's tuition

Tuition payments are due monthly thereafter until a final payment in May. The prepayment of the last month's tuition (ie. August 1st payment) is non-refundable.

TUITION ARREARS

In cases where payments have not been received, the parent(s)/guardian(s) will be contacted by the school office manager or a member of the school's Finance Committee to arrange for payment within 10 business days.

In the event the parent(s)/guardian(s) do not meet the payment obligations within 10 business days, there will be an administrative "late payment" charge of \$75 applied to the tuition account in addition to any NSF charges incurred by the school on the missed payment. Further, the school's Board of Directors ("Board") will arrange a meeting with the parent(s)/guardian(s) on or before the next scheduled Board meeting. The Board will decide on the next steps to be taken, which may include removal of the student(s) from the school until the payment obligation is met.

TUITION REFUNDS

In the event that a student leaves the school, the parent(s)/guardian(s) will be liable for any unpaid amounts, which include:

- amounts outstanding from prior year(s)^[1],
- registration fee,
- tuition for the previous months attended including the month in which the student leaves,
- last month's tuition for the year of withdrawal, and,
- any other unpaid amounts including, but not limited to, those incurred for Before & After School program, school trips, and/or extracurricular activities.

Also, there will be no refund for any tuition payments received for which a donation receipt has been issued.

^[1] Unless otherwise noted, year or year(s) refers to LCA's school year(s) that runs from September – June.