

	<b>Administrative Procedure</b>	
	Subject	Tuition
	AP Code	210

## Background

The school requires sufficient revenue to provide a Christ-centred, academically rigorous education to students from kindergarten through grade 12. The school is committed to transparency, fairness, and financial sustainability when it comes to charging tuition.

## Procedures

### 1. Tuition Structure

- 1.1. Tuition rates are determined by grade level. Separate rates apply for Kindergarten, Elementary (grades 1-8), and High School (grades 9-12).
- 1.2. Tuition rates are based on student eligibility for funding by the Ministry of Education. Evidence required of Saskatchewan residency and legal immigration status.
- 1.3. Families with multiple children enrolled receive a discount on tuition for each additional child.
- 1.4. Tuition does not include fees for sports team fees, extracurricular activities, etc.
- 1.5. Tuition rates are subject to an annual review to account for inflation, operational costs, and improvements in educational offerings.
- 1.6. Families will be notified in advance of any changes to the tuition structure or procedures.

### 2. Payments

- 2.1. Tuition is payable annually or in monthly installments.
- 2.2. Families paying the full annual tuition on or before the first day of school will receive a 2% discount. This discount does not apply to credit card payments.
- 2.3. Tuition must be paid in full by the end of each school year.

### 3. Financial Assistance

- 3.1. Limited financial assistance is available to qualifying families who would otherwise be unable to attend because of financial hardship.
- 3.2. Awards of financial assistance will be based on an analysis conducted by Apple Financial Services ([www.applefinancialservices.ca](http://www.applefinancialservices.ca)).

3.3. A tuition credit to help offset the cost of the processing fee charged by Apple Financial Services will be provided to those families who choose to enroll their child(ren), regardless of the outcome of the financial assistance application process.

4. Refunds

4.1. Any credit resulting from withdrawing a student will be applied against any other tuition or fees owed to the school. If no monies are owed, a refund may be requested from the Business Office.

4.2. Adjustments are made to tuition based on the date of withdrawal according to any posted deadlines for registration changes.

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**References**

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**Date Adopted**

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**Revised**

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