



# Tuition and Fee Contract

## Important Dates for the Upcoming School Year:

- **February 15th** - Withdrawal Forms for Current Students Due (if applicable)
- **March 1st** - Open Registration Begins for New Families
  - New Student Registration Fee Due upon waitlist placement and/or acceptance (non-refundable)
  - One Time Deposit Due Upon Acceptance (refundable see conditions below)
- **March 15th** - Pre-Authorized Debit Forms and Tuition and Fee Contracts Due (if applicable)
- **March 31st** - Tuition Assistance Program and Scholarships (TAPS) Applications Due
- **April 1st** - Supply and Activity Fees Due (non-refundable)
- **April 15th** - TAPS Awarded
- **May 1st** - Upcoming School Year Tuition Due and/or Payment Schedule Confirmed
  - Volunteer Opt-Out Yearly Fee Due (if applicable)

## Contractual Financial Conditions:

- **All accounts must be in good standing. Any family in arrears to PSS will not be eligible for TAPS and may have their continuous enrollment suspended.** If you are in arrears, please make an appointment with the Financial Manager before February 15th of the current school year. Please note: TAPS may be revoked if the account is not in good standing at any time.
- Accounts 30 days in arrears will be invoiced 12% annually.
- Accounts 90 days in arrears will be sent to collections and may have their continuous enrollment suspended and/or may result in immediate de-enrollment.
- All fees or signed payment schedules **MUST** be received by the deadlines or your child's spot will be considered open.
- All fees and tuition payments will only be accepted through our Pre-Authorized Debit system.
- Fees and tuition will be directly debited from the parent/guardian(s) identified as the financial designate(s).
- PSS is not responsible for financial arrangements between parents/guardians (please see PSS Tuition and Fee Policy) and only one account will be debited.

## Fee and Tuition Breakdown:

As a non-profit, Qualified Independent School, Prairie Sky School receives partial funding from the Saskatchewan Ministry of Education. Tuition fees cover about 30% of costs to run our programs. The remaining portion (up to 50%) is raised by countless volunteers through fundraising, donations, and sponsorships that are managed by the PSS Scholarship Foundation. Every Prairie Sky School student receives subsidized tuition through this fund. More than thirty percent of all PSS students have their tuition fully covered by the PSS Scholarship Foundation.

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Seventy percent of all PSS students receive some form of financial assistance through the PSS Scholarship foundation, whether through the Sibling Discount or through the Tuition Assistance Program and Scholarships (TAPS). PSS recognizes that all families, despite personal income, undergo monetary and lifestyle transformations in order for their children to have the best education they can. We also recognize that our amazing staff make many personal financial sacrifices in order to commit their life's work to transforming the face of education in Canada.

- **Please see the current and/or upcoming Fee and Tuition Schedule.**
- **Sibling Discount:**
  - Two Children = 20% reduction of full tuition
  - Three or More Children = 30% reduction of full tuition
- **Late Enrolment:**
  - Students enrolled after September 1st of the current school year will be subject to a 50% increase in tuition for the academic year due to the Saskatchewan Ministry of Education's funding enrolment deadline (increase is subject to budget allocation and discretion of the Executive Director, please contact us).
- **One-Time Deposit:**
  - The purpose of this deposit is to protect the non-profit corporation from non-payment of fees/tuition.
  - Deposit will be returned at the end of your PSS journey if your account is in good standing.
  - Lump-Sum Payment Deposit Option or Monthly Payment Option (no additional charge for deposit only; if choosing monthly must be paid within your child's first year at PSS).
  - Deposit is per family not per student.
  - Deposit is due upon acceptance.
  - Failure to follow all PSS Policies and Procedures (such as, but not limited to, current, new and revisions, including Withdrawal Policy) is an automatic forfeit of the One-Time Deposit.

## Payment Options and Financing Fees:

Tuition is billed on an annual basis. In order for Prairie Sky School (a non-profit corporation) to provide monthly and semester payment options, we must charge financing fees. Essentially, interest is charged similarly to as a line of credit would be.

1. **Lump-Sum Payment Option:**
  - a. Full Tuition due by May 1st (10% Non-refundable); (for new students accepted after May 1st, tuition due upon acceptance).
  - b. Tuition must be paid through Pre-Authorized Debit.
2. **Semester Payment Option: Financing Fee of 5%**
  - a. Half Tuition due by May 1st (10% Non-refundable); (for new students accepted after May 1st, half tuition due upon acceptance)
  - b. Half Tuition due by October 1st.
  - c. Tuition must be paid through Pre-Authorized Debit.



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### 3. Monthly Payment Option: Financing Fee e of 10%

- a. September Tuition due by May 1st (Non-refundable); (for new students accepted after May 1st, tuition due upon acceptance, payment plan adjusted)
- b. October through June Tuition due by the 1st of the month from June 1st of the current year through February 1st of the upcoming school year.
- c. Tuition must be paid through Pre-Authorized Debit.

### Tuition Assistance Program and Scholarships (TAPS)

The purpose of the Tuition Assistance Program and Scholarships is to ensure Prairie Sky School remains accessible for families of all income levels. The TAPS program is funded through fundraising and donations. Families must apply for TAPS to be considered. Income verification must be submitted before rates are approved.

TAPS is based on gross income, the number of dependents, assets, other sources of income, etc. (as indicated on the application form), as well as scholarship-specific criteria. We trust that everyone who applies will report all sources of income honestly. We encourage families to think of the tuition they pay as a contribution to their children’s education and life experiences. PSS recognizes that all families, despite personal income, undergo monetary and lifestyle transformations in order for their children to have the best education they can.

The TAPS Committee will hold personal financial information, including family TAPS rates, confidentially. Otherwise, TAPS information will only be available in summary form. (Please fill out any TAPS applications pertaining to your family).

### Student Information (please print)

Student #1’s Full Legal Name(s): \_\_\_\_\_

Student #2’s Full Legal Name(s): \_\_\_\_\_

Student #3’s Full Legal Name(s): \_\_\_\_\_

Student #4’s Full Legal Name(s): \_\_\_\_\_



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## Guardian Information

For business purposes only, list all parents/guardians that are the financial designates.

Parent/Guardian's Full Legal Name: \_\_\_\_\_

Parent/Guardian's Full Legal Name: \_\_\_\_\_

Parent/Guardian's Full Legal Name: \_\_\_\_\_

Parent/Guardian's Full Legal Name: \_\_\_\_\_

**Please visit our website to review PSS' Admittance, Fees, Tuition, Withdrawal, Volunteer, etc. and all other PSS Policies & Procedures.**

Please read the below **Policy and Procedure Contract** carefully and print, sign and date in acceptance of all fees, tuition, and agreement to abide by all PSS Policies and Procedures.

Parents/Guardians are responsible at all times to read, abide by, and stay up to date on all PSS Policies and Procedures (such as, but not limited to, current, new and revisions). PSS Policies and Procedures are accessible on our website; reminders of current, new or revised policies are communicated via the Skylark Newsletter and admin emails.

## Policy and Procedures Contract

1. **I/We have read all PSS Policies and Procedures.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, current (Admissions, Tuition & Fees, Suspension/Expulsion, Withdrawal, Volunteer, Ethical Way of Being, etc.), new and any revisions.*
2. **I/We agree to abide by all PSS Policies and Procedures.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, current, new and any revisions.*
3. **I/We agree to stay up-to-date on all PSS Policies and Procedures.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, current, new and any revisions).*
4. **I/We agree to read all PSS Communications.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to Skylarks, Website, Admin Emails, Curriculum Letters, Board Newsletters, Teacher/Principal/Admin Letters, bulletin boards.*
5. **I/We agree to actively participate in the PSS community.** \_\_\_\_\_ **(Initial)**
6. **I/We agree to actively participate in PSS fundraising.** \_\_\_\_\_ **(Initial)**
7. **I/We agree to actively participate in open communication with PSS students/staff/board/community.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, Talking Circles, Support Meetings, Goal Setting Conferences, Student Led Conferences, Community Cafés, Town Halls, Peace Processes.*



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Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)

## Financial Contract

I/We agree to pay the following fees/tuition laid out in the current Tuition and Fee Schedule to Prairie Sky School by the above deadlines:

1. One time New Student Fee for my/our child(ren). \_\_\_\_\_ (Initial)
2. One time Deposit\* of \$2000 for my/our child(ren). \_\_\_\_\_ (Initial)
3. Supply and Activity Fees for my/our child(ren). \_\_\_\_\_ (Initial)
4. Yearly Tuition for my/our child(ren). \_\_\_\_\_ (Initial)
5. Volunteer Options:
  - a. I/We choose to meet our yearly volunteer commitment. \_\_\_\_\_ (Initial)
  - b. I/We choose to Opt-Out of our Yearly Volunteer Commitment and have our tuition increased each year (again see current Tuition and Fee Schedule). \_\_\_\_\_ (Initial)

*Please speak with the Executive Director if you require an individualized payment plan. We work diligently with our community to ensure PSS remains accessible to everyone.*

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)