

Tuition and Fee Contract

Important Dates for the Upcoming School Year:

- **February 15th** - Withdrawal Forms for Current Students Due (if applicable)
- **February 15th** - Open Registration Begins for New Families
 - One-Time Enrollment Fee Due Upon Acceptance (Non-refundable)
- **February 15th** - Pre-Authorized Debit Forms and Tuition and Fee Contracts Due (If applicable)
- **March 1st** - Upcoming School Year Tuition Due or Payment Schedule Confirmed
- **March 31st** - Tuition Assistance Program and Bursaries (TAPS) Applications Due
 - Applications from current families will be given priority, and all bursary allocations are contingent on available funds and the current fiscal budget.
- **April 1st** - Supply and Activity Fees Due (Non-refundable)
- **July 15th** - TAPS Awarded

Contractual Financial Conditions

To maintain financial stability and ensure continued access to Prairie Sky School's programs, all **accounts must remain in good standing**. Families with overdue balances may face **enrollment suspension**, loss of **Tuition Assistance Program Support (TAPS)**, and other financial penalties.

- **Tuition Assistance (TAPS) Eligibility:** Any family with an account in arrears will be **ineligible for TAPS** and may have their **continuous enrollment suspended**. TAPS may be **revoked at any time** if an account is not in good standing.
- **Payment Deadlines:** All **fees and signed payment schedules** must be received by their designated deadlines. Failure to do so will result in the child's **spot being considered open for other applicants**.
- **Interest on Late Payments:** Accounts **30 days in arrears** will incur **interest charges of 12% APR**.
- **Collections & Enrollment Suspension:** Accounts **90 days in arrears** will be sent to **collections**. Continuous enrollment may be **suspended** and/or result in **immediate de-enrollment** at the discretion of the Executive Director.
- **Pre-Authorized Debit (PAD) Requirement:** All **tuition and fees must be paid** through Prairie Sky School's **Pre-Authorized Debit (PAD) system**. Payments will be **debited from the designated financial account** of the parent(s)/guardian(s) identified as the financial designate(s).
- **Parental Financial Responsibilities:** PSS **does not mediate or take responsibility** for financial arrangements between parents/guardians. **Only one account** will be debited for tuition and fees (refer to the **PSS Tuition and Fee Policy** for details).

Families experiencing financial difficulties are encouraged to **schedule an appointment with the Financial Manager before February 15th** of the current school year to discuss possible solutions.

Tuition and Fee Contract

Tuition and Fee Overview

As a **non-profit, Qualified Independent School**, Prairie Sky School receives **partial funding** from the Saskatchewan Ministry of Education. However, tuition fees cover only **about 30%** of the costs required to operate our programs. The remaining **up to 50%** is raised through the dedicated efforts of countless volunteers via **fundraising, donations, and sponsorships** managed by the **Friends of Prairie Sky School Charity**. Every student at Prairie Sky School benefits from **subsidized tuition** through this fund, with more than **30% of students having their tuition fully covered**.

We recognize that **all families**, regardless of financial background, make significant monetary and lifestyle adjustments to provide their children with the best possible education. We also acknowledge the **personal financial sacrifices** made by our dedicated staff, who commit their careers to **transforming education in Canada**.

For detailed tuition and fee information, please refer to the **current and upcoming Tuition and Fee Schedule**.

New Student Registration Fee – Purpose and Structure

The **New Student Registration Fee** is a **one-time, non-refundable fee per student**, due upon acceptance to Prairie Sky School. This fee covers the **administrative costs associated with student enrollment**, including the **creation, transfer, and management of cumulative student records through the Saskatchewan Ministry of Education**, processing of acceptance forms, and **accounting services for tuition and fees**.

This essential fee ensures a **seamless transition** into the school community, supporting the administrative infrastructure required to uphold the integrity and efficiency of student record-keeping and financial processing.

Enrollment Fee – Purpose and Structure

The **Enrollment Fee** is a one-time, non-refundable fee per family, due upon acceptance to Prairie Sky School. This fee is allocated to infrastructure and long-term development at the discretion of the Admin Team and the Board of Directors, ensuring the school can maintain and improve facilities without requiring annual contributions from families.

The Enrollment Fee is per family, not per student. This structure helps ensure that all families contribute fairly to the school's ongoing development and effectively support its mission.

Tuition and Fee Contract

Supply and Activity Fees – Purpose and Structure

At Prairie Sky School, **Supply and Activity Fees** ensure that every student has access to **high-quality materials and enriching experiential learning opportunities**, fully aligning with our **vision of holistic, land-based, and eco-conscious education**.

Supply and Activity Fees are paid in a **lump sum** according to the schedule and are always **non-refundable**.

Supply Fee

Prairie Sky School **purchases all necessary school and program supplies**, meaning families **never have to buy school supplies**. This practice serves two key purposes:

1. **Breaking Down Socioeconomic Barriers** – By providing communal supplies, we **eliminate comparison** among students and ensure that every child has equal access to the **same high-quality materials**, fostering a more **inclusive** and **equitable** learning environment.
2. **Eco-Conscious Purchasing** – As an **eco-citizen school with a strong sustainability mandate**, we are **diligent** in selecting supplies that **minimize environmental impact**. We prioritize **ethically sourced, reusable, and sustainable materials**, reinforcing our **commitment to environmental stewardship** and ensuring that the resources we use align with our **land-based and holistic educational philosophy**.

Activity Fee

Experiential learning is at the heart of Prairie Sky School. Our **Activity Fee** supports **frequent off-campus learning experiences** that enrich students' education, covering costs for:

- **Daily, weekly, and monthly field trips** to local **green spaces, nature reserves, and community parks**, immersing students in hands-on outdoor education.
- **Swimming lessons, outdoor adventure programs, and camping trips** that promote physical literacy, confidence, and connection to the land.
- Visits to **museums, science centers, art galleries, and cultural institutions**, fostering a deep appreciation for arts, science, and history.
- **Special guest educators, artists, and Indigenous knowledge keepers**, who provide students with **unique and meaningful learning experiences** beyond the classroom.

By collecting **Activity Fees upfront**, we can **book experiences well in advance**, as some educational partners require **up to 18 months of advance booking and payment**. This ensures **consistent access** to exceptional programming while reinforcing our **commitment to land-based, experiential, and holistic education**.

Tuition and Fee Contract

Late Enrollment Tuition Increase – Purpose and Structure

Students who enroll **after September 1st** of the current school year will be subject to an **increase in tuition** for the academic year. This is due to the **Saskatchewan Ministry of Education’s enrollment funding deadline**, which means **Prairie Sky School does not receive provincial funding for students enrolling after this date**.

The **tuition increase** helps offset the financial impact of late enrollments and is determined based on **budget allocation and at the discretion of the Executive Director**. Families considering late enrollment are encouraged to **contact the school for specific details**.

Sibling Discount – Purpose and Structure

As a non-profit organization rooted in community values and a commitment to holistic family support, Prairie Sky School is pleased to offer a Sibling Discount to families with more than one child enrolled.

We recognize that choosing a holistic and independent education represents a significant financial investment for families, particularly those with multiple children. Our sibling discount is one way we can help support long-term accessibility and affordability while honouring our value of whole-family inclusion.

Discount Structure:

- Second child enrolled: 20% off total tuition for the second child
- Three or more children enrolled: 30% off total tuition for each additional child (including the second)

The sibling discount is automatically applied to the lowest tuition rate(s) among enrolled siblings and is calculated before any Tuition Assistance (TAPS) is considered.

This discount reflects our school’s commitment to nurturing whole families within our community and our ongoing efforts to make Prairie Sky School accessible to those who share our vision for transformative, land-based, and child-centred education.

Tuition and Fee Contract

Tuition Payment Options and Financing Fees – Structure and Terms

Prairie Sky School, as a **non-profit corporation**, bills tuition on an **annual basis**. To offer **monthly and semester-based payment plans**, a **financing fee** is applied, similar to interest on a line of credit. All tuition payments must be made through **Pre-Authorized Debit**.

Lump-Sum Payment Option

- **Full tuition is due by March 1st** (*10% non-refundable*).
- For **new students accepted after March 1st**, tuition is due upon acceptance.

Monthly Payment Option (5% Financing Fee; over ten months)

- **September tuition is due by March 1st** (*non-refundable*).
- For **new students accepted after March 1st**, tuition is due upon acceptance, and the payment plan is adjusted accordingly.
- **Remaining tuition (October–June) is due in equal monthly payments from March 1st of the current year through December 1st of the upcoming school year.**

These structured payment options ensure financial stability for the school while providing families with flexibility in managing tuition costs.

Tuition Assistance Program and Bursaries (TAPS) – Purpose and Structure

At Prairie Sky School, we are dedicated to making education accessible to families of all income levels. Our **Tuition Assistance Program and Bursaries (TAPS)** provide financial support to families who need help with tuition, ensuring that every child has the opportunity to receive a transformative education, regardless of financial circumstances.

TAPS is managed by the **TAPS Committee** under the direction of the **Friends of Prairie Sky School Charity**—a third-party organization that operates independently from Prairie Sky School’s Board of Directors, staff, and families. This structure ensures a fair and impartial process for allocating financial assistance.

Purpose of TAPS

- TAPS is **funded entirely through fundraising and donations** and is available to families who **apply and meet eligibility criteria based on the availability of yearly funds**.
- Assistance is awarded based on **gross income, number of dependents, assets, additional sources of income**, and other bursary-specific criteria outlined in the application form.
- To ensure equitable distribution, **income verification must be submitted before rates are approved**.

Tuition and Fee Contract

Commitment to Accessibility

- We **trust** that all families applying for TAPS will **report all income sources honestly**.
- Families are encouraged to view their **tuition contribution as an investment** in their child's education and life experiences.
- PSS recognizes that **all families—regardless of income—make financial and lifestyle sacrifices** to provide their children with the **best possible education**.

Confidentiality & Application Process

- The **TAPS Committee holds all personal financial information in strict confidence**, including individual bursary rates
- TAPS information is only shared in **summary form** for reporting purposes.
- Families must **complete the appropriate TAPS application forms** to be considered for assistance.

By offering **bursary support through TAPS**, Prairie Sky School ensures that financial barriers **do not stand in the way of a child's ability to learn, grow, and thrive** within our community.

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): _____

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.

Tuition and Fee Contract

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

Parents/Guardians are responsible for reading, abiding by, and staying up to date on all PSS Policies and Procedures (including, but not limited to current, new, and revisions) at all times. 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 Newsletters, Website, Admin Emails, Curriculum Letters, Board Newsletters, Teacher/Principal/Admin Letters, and 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 Conferences, Community Cafés, Town Halls, and Peace Processes.

Name of Parent/Guardian (printed): _____

Signature: _____ Date: _____

(dd/mm/yy)

Name of Parent/Guardian (printed): _____

Signature: _____ Date: _____

(dd/mm/yy)

Tuition and Fee Contract

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. Supply and Activity Fees for my/our child(ren). _____ (Initial)
2. Yearly Tuition for my/our child(ren). _____ (Initial)
3. I/We choose to pay our Tuition through the:
 - a. Lump Sum Payment Option. _____ (Initial)
 - b. Monthly Option (5% financing fee) . _____ (Initial)

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

4. **One-Time Enrollment Fee for my/our family.** _____ **(Initial)**
5. **Referred by current PSS Family:** _____

Please speak with the Financial Manager and/or 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)