



Please return this signed form to the school office. A Deposit of \$1,020 per student (to be offset against future Tuition and Fee Payments) is required to confirm enrolment.

Name(s) of student(s): \_\_\_\_\_

Tuition & Fees for the 2024/2025 Academic Year Per Student  
 Junior Kindergarten to Grade 5\*

Tuition	\$11,300
Fees	<u>500</u>
Total**	\$11,800

\* Does not include optional additional services including food (when offered), the after school program and / or special event tickets.

\*\* Inclusive of a \$1,020 per student non-refundable Deposit to secure a space for the student. Any Deposit paid will be offset against future Tuition and Fee payments.

\*\*\*Multiple child discounts will be applied.

Deposit, Tuition & Fee Payment Schedule

Payment Due Date	Payment Amount
April 1, 2024 (Deposit)	\$1,020
May 1, 2024	\$980
June 1, 2024	\$980
July 1, 2024	\$980
August 1, 2024	\$980
September 1, 2024	\$980
October 1, 2024	\$980
November 1, 2024	\$980
December 1, 2024	\$980
January 1, 2025	\$980
February 1, 2025	\$980
March 1, 2025	\$980
Total Deposit, Tuition & Fees	\$11,800

Payments are due by cheque, debit, wire or electronic bank transfer on the Payment Due Date. Any payments not paid by the Payment Due Date will be subject to a 2.5% late fee and be automatically charged to the credit card on file. Tuition payments made by credit card will also be subject to a 2.5% admin fee.

Touchstone Academy is a not-for-profit, independent school, committed to providing an education, whether in-person or by other means, and requires certainty of funding when beginning an academic year to fulfill this commitment. Any non payment of Tuition or Fees or the withdrawal of a student have a significant “ripple effect” on the school’s operating budget, it’s ability to meet its contractual obligations to the teachers and staff and student-to-teacher ratios. For these reasons the following Tuition policy has been established.

All scheduled Tuition and other Fees due and owing must be paid in full prior to the student attending the first day of classes and must continue to be paid as scheduled for the student to continue attending classes.

In the case of student withdrawal from the school, written notice must be given to the school’s Principal. If a student withdraws from the school prior to September 1<sup>st</sup> of an academic year, the parents or guardians of the child forfeit payments due and payable and/or paid for that academic year up to and including the date of withdrawal. For example, if a student withdraws from the school on August 31<sup>st</sup>, the non-refundable amount would include the Deposit plus all Tuition due and payable and/or paid up to August 31<sup>st</sup>. In the case of student withdrawal on or after September 1<sup>st</sup>, 100% of the full annual Tuition and Fees for the 2024/2025 academic year are considered immediately owing and are non-refundable.

If the annual Tuition and Fees have been paid in a lump-sum prior to August 31<sup>st</sup> and a student withdraws on or prior to August 31<sup>st</sup>, the amount forfeited will be pro-rated up to and including the date of withdrawal according to the normal April to February Tuition and Fees payment schedule.

The Board of Directors reserves the right, at its sole discretion, to request a re-enrolment interview with any family. On occasion, the Board may also, at its sole discretion, ask a family to withdraw their child or children from Touchstone Academy.

I (we) have read and understood Touchstone’s Tuition and fee policies and am (are) confirming my (our) desire to enroll the child(ren) named above.

\_\_\_\_\_  
Parent or Legal Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian signature

\_\_\_\_\_  
Date

Credit Card information (in the event monthly payments are not received by the 1st calendar day of any month your credit card will be automatically charged for the amount owing plus late payment fees)

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Expiry Date (must be later than the date of the last payment due)

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Signature of Card Holder

Note: In order to confirm the ongoing validity of any credit card on file, the School may periodically check with the relevant credit card company.

Accepted by:

\_\_\_\_\_  
Angela Morse, Principal

\_\_\_\_\_  
Date