La Citadelle
International Academy of Arts & Science

15 Mallow Road
North York, Ontario
M3B 1G2

Registration/Form C
Academic year 2010-2011

Student's name: _____

Grade/Level: _____

New Registration – Schedule D

Schedule of Tuition Fee and Guidelines

a. Tuition fees are payable in accordance with the following schedule of fees and a payment option must be selected upon registration. A reduction in fees of $1000.00 for the second child and an additional reduction of $600.00 per additional child of the same family is applicable. Charges for school activities are deducted from the Student Personal Account (SPA) which is established at the start of the school year. An additional fee will be charged for educational resources, notebooks and other special supplies. An initial registration fee of $1000 is payable upon admission. This fee is applicable to new students only.

2010-2011 Tuition fee:		$9,450[2]	$12,850[2]	$13,450[2]	$13,850[2]
❑ ____ Initials	Option A – Full payment Plan[1]	PK - Mornings	PK - SK	Gr. 1 - 7	Level I - IV
	February 15, 2010 – Deposit [e]	$1600.00	$ 1600.00	$ 1600.00	$ 1600.00
	April 1st, 2010	$7566.50	$10864.50	$11446.50	$11834.50
❑ ____ Initials	Option B – Standard Payment Plan[2]	PK - Mornings	PK-SK	Gr. 1 - 7	Level I - IV
	February 15, 2010 – Deposit [e]	$1600.00	$1600.00	$1600.00	$1600.00
	April 1st, 2010	$3925.00	$5625.00	$5925.00	$6125.00
	August 1st, 2010	$3925.00	$5625.00	$5925.00	$6125.00
❑ ____ Initials	Option C – Standard Payment Plan[3]	PK - Mornings	PK-SK	Gr. 1 - 7	Level I – IV
	February 15, 2010 – Deposit [e]	$1600.00	$1600.00	$1600.00	$1600.00
	April 1st, 2010	$2648.17	$3792.84	$3994.84	$4129.50
	August 1st, 2010	$2648.17	$3792.83	$3994.83	$4129.50
	November 1st, 2010	$2648.16	$3792.83	$3994.83	$4129.50
❑ ____ Initials	Option D – Monthly Payment Plan[4]	PK - Mornings	PK-SK	Gr. 1 - 7	Level I – IV
	February 15, 2010 – Deposit [e]	$1600.00	$1600.00	$1600.00	$1600.00
	April 1st, 2010	$1500.00	$1500.00	$1500.00	$1500.00
	10 monthly cheques each of	$ 663.35	$1013.55	$1075.35	$1116.55

1. A discount of 3% applies to the tuition fee when Option A is selected.
2. Standard tuition fee.
3. A surcharge of 1% applies to the tuition fee when Option C is selected.
4. Post-dated cheques starting May 1st, 2010 to February 1st, 2011. A surcharge of 3% applies to the tuition fees when Option D is selected.

Part A – Tuition Fees & Guidelines

b. Fees may be paid in full, or by instalments as indicated in the above schedule of fees. The first instalment of fees (Deposit) is payable on acceptance or re-enrolment. It is this payment, which confirms the student's enrolment in the school.

c. Post-dated cheques for all payments should be enclosed with the first instalment (Deposit).

d. All outstanding balances, regardless of the source or schedule of payment, are subject to a service charge of 1.5% monthly (18% annually), compounded on the 1st of each month until account is paid in full.

e. Deposits are non-refundable in all circumstances. In the event a parent wishes to withdraw a student from La Citadelle, then the parent must provide La Citadelle with the Official School Withdrawal Form available in the main office. The effective date of the withdrawal will be the latter of the date the notice is received or the date stated in the notice. If the effective date of withdrawal of a student is prior to May 1st, the parent will have no further obligation for the student's tuition fees. If the effective date of withdrawal of the student is between May 1st, 2010 and September 1st, 2010, then the parent will be obligated to pay 50% of the balance of the tuition fee, after deposit (any excess will be refunded) and in the event the effective date of withdrawal of a student is between September 1st, 2010, and October 1st, 2010, then the parent will be obligated to pay 70% of the tuition fee after payment of deposit (any excess will be refunded) and in the event the effective date of withdrawal of a student occurs on or after October 1st, 2010, the parent will be responsible for payment in full of the tuition fee.

f. Parents may not receive official statements of results, transcripts, or diplomas and may not register a student in the school until all accounts have been paid in full or in accordance with the withdrawal policy set out in the preceding paragraph. In addition, La Citadelle reserves the right to suspend a student until all accounts are paid in full.

g. La Citadelle International Academy of Arts and Science is committed to provide a limited number of bursaries and financial support to students qualified by need.

Part B – Terms of Enrolment

h. By enrolling their child at La Citadelle, parents and students agree to abide by and be bound by the academic, non-academic, administrative, disciplinary and other rules and regulations of the school, including the Code of Conduct, and agree to pay in full academic and incidental fees as required by the school. By enrolling at La Citadelle, students automatically undertake to comply with the Code of Conduct and parents agree to be bound by this obligation as well. For purposes of this document and to school policies including the Code of Conduct, reference to parents includes, where applicable, custodial and non-custodial parents and/or guardians.

i. All references to "La Citadelle or the school community" include the students, teachers, staff, parents and guardians, school administration and volunteers. All members of the school community are expected to comply with the Code of Conduct and school policies.

j. The Code of Conduct, official school policies, and this agreement constitute a legally binding agreement with the school. However, information provided for information purposes such as information on the school web site, and updates provided by teachers or the school about school activities is provided for information purposes only and is not intended to be legally binding.

k. The first year of enrolment will be considered a probationary period in which the school in its absolute discretion will determine the student's suitability for continued enrolment in La Citadelle. During the first year of enrolment, La Citadelle reserves the right to determine if a student is permitted to re-enrol for the following year.

l. La Citadelle International Academy of Arts and Science is committed to provide a high standard of education and instruction and in that context, reserves the right to expel or suspend any student whose conduct or performance is unsatisfactory. If a student is suspended or expelled, the tuition fees will not be refunded and the remainder of the fees will be calculated in accordance with the school withdrawal policy.

m. The school reserves the right to dismiss any student if the school determines in that the continued enrolment of that student would not be in the interest of the student or the school.

n. Unless notified in writing by February 15, 2011 of a student's re-enrolment, enrolled students will be deemed to have not renewed their application for the subsequent academic year and will automatically be removed from the 2011-2012 La Citadelle's student list.

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, you are hereby notified that the personal information relating to you and your child is being collected for the proper administration of La Citadelle International Academy of Arts & Science only.

I agree to enrol my child in La Citadelle for the 2010-2011 academic year. I have selected payment option _____ and have read and understood the rules and conditions stated above and agree to be bound by the above terms and conditions. I have authority to do so on behalf of _____
(Student's name)

Date: _____ _____ & _____
Father's/Guardian's signature Mother's/Guardian's signature