

ACCOUNT BILL

Payments on the account are to be made in accordance with one of the three Payment Options outlined below. Additional Fees and Deposits are to be paid by the later of 15 days of the receipt of the invoice and the due date outlined in the *Fee Schedule*.

Payment Option # 1	Payment Option # 2 (Annual Fee only)	Payment Option # 3 (For North American Students, Annual Fee only)
One Payment: By 30 June	Two Payments: 50% by 30 June balance by November 30	10 Monthly Payments: <ul style="list-style-type: none">▪ 30 June to 30 March; a 3% financing charge will apply. Monthly payments require a post-dated cheque arrangement at the time of admission or a pre-authorized debit arrangement on a bank account in Canada.

OVERDUE ACCOUNTS

1. Interest charge:

- a. **Option 2 Accounts:** Accounts not settled by the due date will be subject to the 3% financing charge on the total Fees charged on the Account Bill plus 1% per month on the monthly outstanding balance, until paid in full.
 - b. **Option 3 Accounts:** Accounts in arrears will be charged 1% per month on the monthly outstanding balance, until paid in full.
2. Students with overdue accounts may not be invited to return following school breaks. Upon transferring to another school, the Student's Permanent Records will not be released until all financial accounts are settled.
 3. All Fees for the school year are to be paid by the 30th of March. Interest will be charged at the rate of 1.5% per month on the outstanding balance due after 31 March.
 4. This policy is applicable without exception.

WITHDRAWALS

The school requires **written notice** for student withdrawals. Fees may be refundable only if proper notice is given, as outlined below.

- Prior to August 1st: Total Annual Tuition, boarder and additional fees, less non-refundable fees and deposits will be reimbursed. No fees will be refunded once the School Year has begun.
- No Fees from International Students will be refunded unless supported by proof of student authorization refusal. That is to say, Fees will be refunded only in circumstances where a student visa is denied.
- No fees will be refunded in cases of student expulsion.