



Nanaimo Christian School

# Nanaimo Christian School

## Continuous Enrollment Contract 2023-24

### PARENT / GUARDIAN 1

LAST Name: \_\_\_\_\_ Middle Initials\* \_\_\_\_\_ FIRST Name: \_\_\_\_\_

Full mailing address of #1 \_\_\_\_\_

### PARENT / GUARDIAN 2

LAST Name: \_\_\_\_\_ Middle Initials\* \_\_\_\_\_ FIRST Name: \_\_\_\_\_

Full mailing address of #2 \_\_\_\_\_

#### Payment for Enrollment fee to be paid by:

Cheque  Credit Card\*  E-transfer

\* A 2% charge will be added to all credit card transactions. Please enter all credit card information on the supplied 'Credit Card Payment Form'.

**New Family Enrollment Fee:**  
Paid at the time of accepted enrollment

**\$ 200.00**

\*E-transfer is only available as a form of payment for the Enrollment fee, not for tuition. E-transfer to: [accounting@ncsnanaimo.com](mailto:accounting@ncsnanaimo.com)  
Please include family name and "New Family Enroll Fee" in memo

**Office Use Only:** Date Enrollment Fee Received: \_\_\_\_\_ Initial: \_\_\_\_\_

<b>TUITION PRICING SCHEDULE</b>	<b>Oldest: 1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>3<sup>rd</sup> Child</b>	<b>4<sup>th</sup> Child</b>	<b>Each Additional</b>
Kindergarten – Grade 8	\$7514	\$2324	\$1118	\$229	\$0
High School (Grade 9 - 12)	\$7890	\$2657	\$1157	\$238	\$0

#### STUDENTS ENROLLED/ANNUAL TUITION CALCULATOR

List each child being enrolled **in order of birth, starting with the oldest child**

FIRST and LAST NAME	2023-24 GRADE	TUITION
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
Total Annual Tuition		\$ _____
<b>New Family Capital Improvement Fee \$1000</b>		\$ _____
<b>Bus Fees for 2023-2024 School Year</b>		\$ _____

**Office Use Only:**

Pastoral Discount: \$ \_\_\_\_\_
  F-A-S-T Tuition Assistance: \$ \_\_\_\_\_
 = (\$ \_\_\_\_\_ )

Total Annual Tuition and Fees adjusted \$ \_\_\_\_\_

Business Office Approval: \_\_\_\_\_

**PREFERRED TUITION PAYMENT METHOD** Choose only one option, please check  box A or B:

A.  **Single Annual Payment:** attach a physical cheque post-dated for September 1<sup>st</sup> ... OR complete credit card authorization form

B.  **Monthly Pre-Authorized Payments:** collected on the 20th day of each month

**10 Months: (Sept. 2023-June 2024)**

**12 Months: (Aug. 2023-July 2024 )**

*Please Complete and Attach the Credit Card Authorization or Pre-Authorized debit document*

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Office Use Only for Single Annual Payment:

Payer Name: \_\_\_\_\_ Form of Payment: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_

**GUIDELINES RELATING TO TUITION PAYMENTS**

**We Plan for Families to be With Nanaimo Christian School for the Entire School Year**

Due to the nature of education, much of the planning required to run an effective school must be done on an annual basis. Significant financial commitments are made annually: teachers are hired, curriculum and capital assets are purchased, programs are developed, and a host of other plans are created to function for the entire year. As such, by enrolling your child(ren) at Nanaimo Christian School you are committing to partner with the school for the entire year. For families entering the school mid-year, you are committing to partner with Nanaimo Christian School for the remainder of the school year.

**KEY FINANCIAL GUIDELINES**

- A. Upon admittance to Nanaimo Christian School, students in good standing are continually enrolled, from year to year, until they graduate or leave the school. Continuous enrollment requires families to maintain up-to-date personal information with the school to ensure effective communication. The school will publish the upcoming school year's enrollment fee and tuition rates no later than March each year.
- B. When a student or family voluntarily withdraws mid-term within the current school year, for any reason, at least one full calendar month's written notice must be given to the school. Tuition for the entire current month, plus the next month will be charged to the family's account. For example: if a family withdraws on March 7th, tuition for both the months of March and April remains due to the school.  
 A student or family who elects to dis-enroll for a subsequent school year, must provide written notice of withdrawal prior to June 15th to avoid collection of subsequent tuition fees.
- C. While students are continuously enrolled at Nanaimo Christian School, their placement status is not guaranteed until all financial obligations from the previous year are fulfilled. Families with an outstanding tuition account as at July 15th will cause their students' names to be placed into classroom waiting pools for the following year.
- D. Ongoing failure to maintain a current tuition account and the ability to meet the financial obligations of the chosen payment plan may result in the release of the student.
- E. When a student is suspended, expelled, or asked to withdraw for disciplinary reasons, all tuition and fees paid to Nanaimo Christian School are non-refundable.
- F. When a student leaves Nanaimo Christian School for any reason, all unpaid accounts remain due to the school, even after graduation.
- G. For families choosing to make a single Annual payment, either by cheque or credit card, the due date is September 1st. For families choosing the 12-month Pre-Authorized Payment method, 1/12th of the tuition and annual fees is due on the 20th day of each month (August through July). For families choosing the 10-month Pre-Authorized Payment method, 1/10th of the tuition and annual fees is due on the 20th day of each month (September through June).
- H. Accounts will be charged a Returned Item Fee of \$30.00 should any payment made by credit card, cheque and/or Pre-Authorized Payment be rejected by the family's financial institution for any reason (for examples: Non-Sufficient Funds, Account Closed, etc.).

\_\_\_\_\_  
Initial

Initial

- I. Inability to comply with any of the above Key Financial Guidelines must be communicated in advance to the school Business Office.
- J. The Parent Participation Fee will be processed along with the final tuition fee for the school year, using the payment method provided. The parent participation fee will only be processed if there is no post-dated cheque on file and if the volunteer hours have not been met.

<p><b>Required Signatures</b></p> <p><i>All parents/guardians must sign this Enrollment Contract.</i></p> <p>By signing below, I/We <b>agree to pay Total Annual Tuition and Fees due</b> and confirm that I/We have <b>read, understand, and agree</b> to abide with the <i>Guideline Relating to Tuition Payments</i> listed above. Further, I/We understand that in order for this enrollment to be processed, the <i>Enrollment Fee</i> as well as <i>Preferred Tuition Payment Method</i> information and supporting documents must be provided.</p> <p><b>Signature of PARENT/GUARDIAN 1:</b> _____ Date: _____</p> <p>Personal Email: _____ Primary Phone #: _____</p> <p><b>Signature of PARENT/GUARDIAN 2:</b> _____ Date: _____</p> <p>Personal Email: _____ Primary Phone #: _____</p>
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