

# Nanaimo Christian School

## Application for Enrollment



Welcome Parents/Guardians,

Thank you for your interest in considering Nanaimo Christian School for your child(ren)! If we have the privilege of welcoming your child(ren) to our school, we do so with the pledge to partner with you in the education of your child(ren) towards the development of a Christian commitment and lifestyle.

School needs to be a place where students feel safe, loved and cared. It needs to be a place where they know that they belong and they are known for who God has created them to be. All that we do is planned with this mind, a student first approach.

We desire to partner with families in the education and spiritual development of each student and strive to intentionally celebrate their individual growth in relationships, in their Faith and in their academics.

At NCS we teach the curriculum provided by the BC Ministry of Education, but we do it our way. We recognize that each student is unique and we are constantly changing how we teach to meet the needs of our students. We believe that all students can achieve greater success this way.

We welcome you to apply to have your child(ren) attend this school. We believe you will get a top quality faith based education in an environment that has high expectations for academic rigor and student conduct.

In making this application, you will find:

- Admissions considerations, dates and procedures
- Mission, Vision, core values and Statement of Faith
- Community Standards Policy
- Authorization for Release of Information
- Legal Residency of Parent Form
- Family and Student Information Form which includes contact information for you to provide for the submission of our Pastoral reference form
- Tuition and Financial Information
- Parent Declaration Form
- Parent and School Partnership Form

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## ADMISSIONS CONSIDERATIONS, DATES and PROCEDURES

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### Basic Considerations

1. The school focuses on Christ-centered learning, and therefore, parents must support and want their children to be educated in accordance with the school's Christian program of instruction.
2. If the school need to limit enrolment, it will give preference following guidelines in the procedures section #6 of this Admissions Policy.
3. The school will accept a student if it can provide an appropriate educational program. The school may decide that it lacks the resources to provide for children with certain special needs.
4. Kindergarten and Grade 1 children must have reached five (5) and six (6) years of age respectively by December 31st of the year of enrollment. Government funding regulations require that parents supply the school with proof of age and citizenship.
5. Schools do not receive government grants for students whose parents are not Canadian citizens or landed immigrants. Therefore, such students are charged additional tuition fees to cover the lack of such grants.
6. All newly accepted students will be enrolled on a 3 month probationary period in order to verify that NCS is able to provide a suitable educational program. If a new student's behaviour demonstrates an ongoing or severe disregard for established rules and expectations, the parent will agree to withdraw their child from Nanaimo Christian Schools.
7. Once the first day of school of a new school year is over, new student registrations will close for that school year. The exception is for families who physically move into the Nanaimo vicinity during the school year and are specifically seeking Christian Education.
8. As tuition revenue is needed to operate, questions may be asked of families applying to Nanaimo Christian School as to their ability to consistently pay full tuition each year.

### Dates

|             |                                                                                                                                                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 1 | New registrations for the following September enrollment are accepted, but will not be processed until February 1                                                                                                  |
| January 1   | Processing of sibling applications for September enrollment                                                                                                                                                        |
| January 15  | Re-enrollment process begins for current NCS families                                                                                                                                                              |
| February 1  | Re-enrollment deadline for families with children currently enrolled at NCS. Classroom spaces will be filled with new registrations as per the procedures below<br><br>Processing of new kindergarten applications |
| Feb 15      | Processing of applications for any available classroom spaces. Other applications will be placed in a waiting pool and processed when space is available                                                           |
| Mar 31      | Deadline for all applicants that would require student support or learning support                                                                                                                                 |

May 1

Recommended deadline for all students, whether they require support or not, to ensure that classroom placements, programs and support are available

## Procedures

1. Enrollment openings will be determined based on meeting the class size and composition policy of NCS
2. All documentation must be received prior to the processing of an admissions application. This includes:
  - a. Family Information Form (pg 15)
  - b. Pastor's Reference Form release signature (pg 16)
  - c. Student Registration Forms (pgs 13, 17-20)
  - d. Legal Residency Form (pg 21)
  - e. Parent Declaration Form (pg 23)
  - f. Parent/School Partnership Form (pg 25)
  - g. Signatures on Core Values, Statement of Faith & Community standards (pg 7, 9 & 11)
  - h. Application fee
3. The following documents, along with the completed application forms, must be submitted prior to proceeding in the enrollment process:
  - a. Most recent school assessments, including pre-school assessments
  - b. Applicants for gr. 11 or 12 must provide a copy of their transcript. All applicants for high school (gr. 9-12) must submit a final report card prior to course selection
  - c. Any specialist assessments which may include; psychology, occupational therapy, physical therapy, speech therapy, and medical evaluations
4. All students coming from a Home School or Online school program will follow these additional steps, as required by the Principal:
  - a. Must provide the additional following documents:
    - i. Report cards/evidence of learning
    - ii. Evidence of participation in community activities or sports teams
  - b. Provide a contact number from the Home School or Online school program and permission for NCS to contact
  - c. Provide samples of student work
  - d. Be willing to be pre-assessed by a Student Support or Learning Assistant Teacher
5. The administration will review the student's report card and any other relevant documentation, and may conduct a phone reference check with the student's previous school to ensure that:
  - a. the student is accurately represented on the report card
  - b. the students would be successful in NCS's educational program
  - c. the parents/guardians are supportive of our school philosophy, Statement of Faith and program, and will comply with school procedures
6. In filling class openings, the following are considered, in priority order:
  - a. Children of NCS staff members
  - b. Currently enrolled NCS students repeating a grade
  - c. Siblings of students who have been attending NCS for 6 months
  - d. Children of NCS alumni

- e. Children currently enrolled in our preschool and/or Jr. K where at least one parent is actively attending and involved in a Christian church
  - f. Children transferring from another SCSBC or CSI school, who meet the guidelines for admissions as outlined in this policy
  - g. Children of families where at least one parent is actively attending and involved in a Christian church
  - h. Children currently enrolled in our preschool and/or Jr. K from families who are not members of a Christian church but deemed to be an appropriate fit with the vision and mission of NCS
  - i. New students from families that are not members of a Christian church but deemed to be an appropriate fit with the vision and mission of NCS
7. All new students, from Kindergarten to Grade 12, will go through the following academic screening process to ensure that NCS can meet individual needs:
- a. Review birthdates
  - b. Review report cards - contact present teacher for clarification of information, if required
  - c. Review samples of student work (writing, reading comprehension and math)
  - d. Review Health Record Information (including outside specialist assessments and other special needs information)
8. For students with no special needs, Administration will place the student into an appropriate class.
9. For students with special needs, the Special Education or Learning Assistance Coordinator will consult with Administration and make a recommendation for acceptance and class placement. Acceptance will be determined based on the ability of NCS to provide a suitable educational program and the availability of support personnel required as identified in the educational program. Class placement will be determined as per the Special Education and Class Size Policies.
- a. Admission of a student with exceptionalities is subject to Nanaimo Christian School's admissions policy.
  - b. In order to be considered for admission to the following school year, all relevant documentation must be received no later than **March 31**. Applications received after that date will receive a lower priority. Mid-year transfers will be dealt with on a case-by-case basis and will be prioritized when transferring from another Christian school.
  - c. Parents must complete the registration package and the parent questionnaire.
  - d. In the event that assessments are needed to provide programming, and are not complete or documentation is deemed by NCS as incomplete, arrangements and cost for the required testing is the responsibility of the parents. The application process will not proceed until all required testing/documentation is received by the school.
  - e. The Director of Education Support Services will review the application with the Divisional Principals to determine whether NCS is able to meet the diverse needs. As part of the process, the Director of Student Support may set up a meeting with the parents/guardian to clarify needs and support needed.
  - f. After the interview, a decision is made by the ESS Director and Principal.

- g. The capacity of the current program, which includes students and Education Assistants (EA's) and coordinator time, is taken into consideration when a new family applies. Nanaimo Christian School has a strong ESS program. It will only continue to be strong if we are aware of its limitations. Current students, classroom size, our ability to provide a suitable program and our costs are all taken into consideration when seeing if a new applicant is a good fit for our school.
  - h. Factors that are considered in making this determination include, but are not limited to:
    - i. Class size and composition
    - ii. Number of special education students at the grade, and system level
    - iii. The school's ability to meet the students' needs based on the facilities and resources available
    - iv. The ability and availability of qualified staff
  - i. Nanaimo Christian School reserves the right to modify a student's program/schedule or not to enroll or re-enroll students whose learning, behavioural, or social needs are greater than NCS can support or are best met by placement in a specialized setting (i.e.: program/support as are found in school district Resource Rooms), or a specialized education program. Nanaimo Christian School will support families in exploring alternative settings that would better serve the needs of the student(s).
10. The principal and/or Assistant Principal, will interview all parents in which at least one parent is actively attending a Christian Church and have submitted a Pastor's reference. The Principal may include or designate an assistant Principal to conduct the interview but must still be the final approval. The interview will acquaint the parents (preferably both should be present) more fully with the aims and policies of the school. It will establish or confirm:
- a. The school's intent is to help children become responsible disciples of Jesus Christ in today's society
  - b. The commitment of the parents to a Christian faith
  - c. The sincere desire of parents for their children to benefit from a Christian atmosphere and a program of Christian instruction
  - d. The parents' acknowledgment that their children will submit to all school policies and values
  - e. The school's and the parents' commitment to follow established communication channels and are committed to resolve problems, should any arise
  - f. The parents'/guardians' acceptance of the financial obligations (tuition and other fees)
  - g. The school's ability to meet the educational needs of the child(ren)
  - h. Middle school and high school students are encouraged to attend, however, the Principal may require their attendance
11. The Principal and an Assistant Principal or Board member, will interview all parents who are not actively attending a Christian church. The interview will acquaint the parents (preferably both should be present) more fully with the aims and policies of the school. It will establish or confirm:
- a. The school's intent is to help children become responsible disciples of Jesus Christ in today's society
  - b. The commitment of the parents to respect and support the Christian beliefs as outlined in the statement of faith and in the community standards policy
  - c. The sincere desire of parents for their children to benefit from a Christian atmosphere and a program of Christian instruction

- d. The parents' acknowledgment that their children will submit to all school policies and values
  - e. The school's and the parents' commitment to follow established communication channels and are committed to resolve problems, should any arise
  - f. The parents' willingness to accept the financial responsibility for tuition and other fees.
  - g. Middle school and high school students are encouraged to attend, however, the Principal may require their attendance
12. Parents/guardians who already have children enrolled in the school will not be interviewed again.
13. NCS reserves the right to refuse admission to anyone who does not meet the requirements as outlined in this policy.
14. The Principal may accept the student, conditionally. Conditions such as board approval, satisfactory arrangements with the finance committee, or educational reasons must be met before final approval is granted.
- a. The parents must be made aware of the implications of the conditional nature of enrolment, should the student be placed in the school before final approval is granted
  - b. The finance committee may meet with the parents to finalize financial arrangements. Should the finance committee decide suitable financial arrangements cannot be made, the conditional period may be extended after consultation with the Principal
  - c. The Principal, will give the parents and the student a date by which a decision will be made about the student's regular status, (generally not to exceed two weeks) and the conditions to be met before final approval is granted
  - d. Conditional acceptance may not be given to a family who would be counted in the 10% of enrolled families who do not have a Pastor's reference from a Christian church
15. When a student application has been approved by Administration, the family will be notified by Administration, or designate.
16. Where it is determined that NCS cannot meet the student's academic or special needs, the Principal will advise the family that the student's application has not been accepted.
17. All admissions will be submitted to the Board for information.
18. All appeals of the Student Admissions Policy shall be made in writing to the Board of Directors for their consideration, in consultation with the Education Committee. The Board will advise the family of their decision. All decisions of the Board are final.

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## MISSION

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In community, NCS pursues Christ-centered educational excellence that equips students to live Biblically, act responsibly, work cooperatively, communicate effectively and achieve success in who God has called them to be.

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## VISION

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Nanaimo Christian School will be a community:

- Where God comes first;
  - Where gifts will be developed;
  - Where leaders will be created;
  - Where students will be known and will come before programs;
  - Where learning, playing, performing, creating and serving will be celebrated;
  - Where partnerships with families will be formed;
  - Where impact will be made on the community;
  - Where finances and resources will be used responsibly and
  - Where facilities will be a place for dynamic learning, providing opportunities for growth and community engagement.
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## CORE VALUES

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Nanaimo Christian School is **Christian community** – everything that we do and teach is rooted in the Christian faith and founded upon God and His Word. We desire to partner with families in the education and spiritual growth of our students.

Nanaimo Christian School is a **community of grace** – we go beyond just rules and consequences in order to reach the hearts of our students and inspire Christ-like transformation.

Nanaimo Christian School is **responsive** – we recognize the uniqueness of each student and strive to exceed expectations and provide a positive school experience for all.

Nanaimo Christian School is a **safe haven** – we commit to provide an environment where students are protected both physically and emotionally, and provide a loving atmosphere where they can safely grow into the person God has called them to be.

Nanaimo Christian School is **forward-thinking** – we value innovation and strive to discover the best practices for student learning.

Nanaimo Christian School is **intentional** – we lead, serve, and teach with great passion because we are confident in what God has called us to do. We work to cultivate that same passion in every one of our students.

I/We acknowledge and endeavour to support the NCS Core Values. \_\_\_\_\_

(parent/guardian signature)



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## STATEMENT OF FAITH

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The purpose of Nanaimo Christian School shall be to glorify God in the education of children for Christian life and service. The board of directors and staff of Nanaimo Christian School hold to the following statement of Faith.

**Scripture** – We believe God has spoken in the scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of his will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises. (2 Timothy 3:16-17)

**Creation** – We believe God created the entire universe out of nothing; it was originally very good, and he created it to glorify Himself – (Psalm 33:6,9, John 1:3, Colossians 1:16, Revelations 4:11)

**Man** - We believe God created man and women in his own image; male and female he created them. (Genesis 1:27, 2:22 5:1-2 Mark 10:6)

**Human Condition** – We believe God created Adam and Eve in his image, but that they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed (Genesis 1:26-27, Genesis 3, Romans 3:9-18, Romans 3:22-26, 1 Timothy 2:25)

**God in Three Persons** – We believe God eternally exists as three persons, Father, Son, and Holy Spirit, and each person is fully God, and there is only one God (Matthew 28:19 2 Corinthians 13:14)

**Jesus Christ** – We believe Jesus Christ is fully God and fully man, One Person in two natures. Conceived by the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God our Father. (Matthew 1:18,20 Luke 1:35, Matthew 27:24-26,50 Luke 24:50)

**Salvation** – We believe that Jesus Christ, as our representative and substitute, shed his blood on the cross as a perfect, all sufficient sacrifice for our sins. His death and resurrection are the only grounds for salvation. (John 3:16, Ephesians 1:7, 1 Corinthians 1:18). We believe in the existence of the Devil who is at work in the world to destroy the souls of men and women and prevent their salvation. (Luke 10:18, Jude 1:6&7, Matthew 25:30,41,46, Luke 16:22-24)

**Holy Spirit** – We believe the Holy Spirit, the third person of the trinity, who convicts the world of sin, righteousness and judgement. He is the life of the believer and He empowers the preaching and teaching of the gospel. (John 14:26, John 16:13)

**The Believer** – We believe saving faith is trust in Jesus Christ as a living person for forgiveness of sins and for eternal life with God. We believe that faith and repentance must come together and that repentance is a heartfelt sorrow for sin, a renouncing of it, and a sincere commitment to forsake our sin and walk in obedience to Christ. (Acts 20:21, 2 Corinthians 7:9-10 Matthew 11:28-29)

**Christian Living** – God commands us to love Him with all our heart, soul and mind and our neighbours as ourselves. To live out our faith with care for one another, compassion toward the poor and justice for the oppressed. In obedience to Christ's commission, we are to make disciples among all people bearing witness to the gospel in word and in deed. (Matthew 22:36-39, Matthew 5:2-11, Matthew 28:16-20)

**The Church** – We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone, they are united by the Holy Spirit in the body of Christ, of which He is the Head. (Ephesians 2:8, Colossians 1:18)

Based on the statements in the paragraph above, the following principles provide the framework for Christian Education.

**Teaching and Learning:** That teaching and learning must proceed in the light of God's written Word and in accordance with God's creation order.

**Education:** That the purpose of Christian Education is to nurture children into a life of obedience, true to their calling as image-bearers of God which is: to love God; to love their fellow human beings; and, to be stewards in their God-given abilities, thereby contributing to the advancement of God's Kingdom in this world.

**Parents:** That responsibility for educating children rests primarily upon parents to whom children are entrusted by God.

**Students:** That each child is a unique image-bearer of their Creator God. Their gifts and talents are God-given and are to be nurtured and celebrated.

**Teachers:** That Christian teachers, in response to God's renewing work, have a distinct pedagogical responsibility while educating the child in school.

**Community:** That each student, parent, teacher and staff member belong to and are valued members of the school community. They depend on each other to fulfill their Kingdom calling to develop the earth and to serve God and their neighbour in education.

**Educational Freedom:** That Christian schools, organized and administered in accordance with legitimate standards and provisions, should be fully recognized in society as free to function according to these principles.

I/We acknowledge and endeavour to support the NCS Statement of Faith. \_\_\_\_\_  
(parent/guardian signature)

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## COMMUNITY STANDARDS POLICY

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At Nanaimo Christian School, we are defined by our commitment to Christ-centered education, as described in our Purposes, Foundational Statement of Faith, and Mission. Our community consists of parents and other family members committed to educating our children in accordance with Christian belief and practice, and the administrators, educators and staff who partner with them to carry out that mission. Our Christian beliefs and practice are integrated, so the ways in which we interact with one another and conduct ourselves (whether in public or in private) are a vital part of our mandate and identity. Having freely chosen to belong to this community, we joyfully affirm the standards that mark us as distinctly Christian.

Our standards of conduct are organized around the general themes of loving God, loving one another, and loving ourselves. These are derived from Jesus' response when asked to name the most important command in the Law (Matthew 22:37-39). We affirm, through our actions, Christ's commands to love God with all of our heart and soul and mind and love our neighbor as ourselves are the ultimate standard for conduct in Nanaimo Christian School, and the source from which more specific guidelines (ie. policies or handbooks) are drawn.

Because our conduct is integral to our mission, all of our employees (including administrators, educators, and staff) and our volunteer leaders (including board and committee members) agree to be held accountable to our community standards. All of our volunteer leaders commit to these standards, and they are incorporated into the employment contract for our employees. Where the conduct of an employee or volunteer leader may have fallen short of these standards, we will engage in conversation with that person in a spirit of seeking restoration, mutual understanding, and reaffirmation of commitment to our community and its standards.

### Loving God

**Christian faith:** We promote Christian beliefs, principles, conduct and practice. We respect other religions and traditions but profess and teach the Christian faith as truth, as outlined in scripture and defined in the NCS Statement of Faith.

**Communal worship:** Gathering together for worship is integral to our Christian life. We worship together in chapels and assemblies, and we participate as active members in our local Christian church communities.

**Spiritual formation:** Our members invest in their individual spiritual formation through the practice of Christian disciplines. These disciplines may include study of Scripture and Christian writings, prayer, solitude, rest, service, and giving, recognizing the authority of Jesus Christ as revealed in the scriptures and in Christian community.

## Loving our neighbour

**Civility.** We value dialogue, civil discourse, and edifying language appropriate to a community of care and respect. When disagreements and conflict occur, we speak with one another directly to resolve our concerns. Where matters cannot be resolved in this manner, the persons involved ask another appropriate member of the community to help resolve the conflict. We avoid gossip, slander, obscenity, foolish talk and coarse joking, whether in face-to-face conversations or on social media.

**Respect for others.** We believe that every person, whether they are part of our community or a neighbour outside of it, is uniquely created to reflect the image of God and as such is worthy of the highest respect and dignity. This is true whatever the person's characteristics including race, culture, religion, sex, sexual orientation, gender identity, or age. Words or behaviour that diminish, harass or abuse any person have no place in our community.

**Sexuality.** Our sexuality is a gift from God to be valued and treated with care. We exercise discipline in our sexual expression out of respect for ourselves and for one another, as modelled by and in response to a loving and relational God. We reserve expressions of sexual intimacy for within heterosexual marriage. We do not engage in sexual harassment, sexually exploitative behavior, or viewing pornography.

**Stewardship.** We view all of creation, including our facilities and material goods, as gifts entrusted to our care. We make every effort to care for and protect creation. We care for our property and respect the property of others. We approach material resources with gratitude and generosity.

## Loving ourselves

**Identity.** Our identity is found in relationship with Christ and in bearing the image of God. Therefore, each of us is worthy of a respect for self which humbly acknowledges our gifts and accomplishments, and graciously accepts and forgives our weaknesses and failures.

**Self-care.** We treat our own bodies with care and reverence. We recognize healthy food, exercise, self-care, and rest as ways to take care of our bodies. We avoid overuse of alcohol, abuse of legal drugs, and any use of illegal drugs.

**Self-development.** We actively pursue learning, discovery, and self-development that addresses our emotional, spiritual, mental and physical dimensions.

I/We acknowledge and endeavour to support the NCS Community Standards Policy.

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(parent/guardian signature)



## AUTHORIZATION FOR RELEASE OF INFORMATION

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I/We consent to having Nanaimo Christian School collect personal information that may include, but is not limited to, student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and email address, behavioural, academic and health information, report cards, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration.

I/We further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Nanaimo Christian School (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with Nanaimo Christian School, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in Nanaimo Christian School's Personal Information Privacy Policy, a copy of which is available on request. I/We also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of Nanaimo Christian School.

This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officer for Nanaimo Christian School is Mike Campbell and may be reached at (250) 754-4512.

\_\_\_\_\_/\_\_\_\_\_  
(Parent/legal guardian signature[s])      Date: \_\_\_\_\_

Nanaimo Christian School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written/verbal authorization from a parent or legal guardian is provided to the school. The school will securely store all digital and hard copy parent and student personal information.

**Mike Campbell, school privacy officer**

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I/We \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_  
(name of parent, please print)      (name of student, please print)

authorize the release of school records for transfer to/from Nanaimo Christian School.

\_\_\_\_\_  
(parent/guardian signature)      (date)



## FAMILY INFORMATION

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**Please complete the following questions.**

1. How or where did you hear about the school? Please check all that apply.

- |                                                          |                                                        |
|----------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> NCS family/staff: _____         | <input type="checkbox"/> Other Christian school: _____ |
| <input type="checkbox"/> NCS website/Internet search     | <input type="checkbox"/> NCS preschool                 |
| <input type="checkbox"/> Former NCS family/alumni: _____ | <input type="checkbox"/> Social media                  |
| <input type="checkbox"/> Employment at NCS               | <input type="checkbox"/> Advertising                   |
| <input type="checkbox"/> Church community                | <input type="checkbox"/> Open house event              |
| <input type="checkbox"/> Athletic attendance             | <input type="checkbox"/> Other: _____                  |

2. Why are you applying to have your child(ren) enrolled?

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3. Who is Jesus Christ to you?

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4. What does it mean to you to be a Christian?

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5. What are your expectations of the school?

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6. What is your understanding of Christian education?

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## 7. What are your areas of interest for becoming involved in the school?

|                                                                    |                                                                    |
|--------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Classroom help                            | <input type="checkbox"/> Athletics (coach, scorekeep, drive, etc.) |
| <input type="checkbox"/> Field trips & retreats                    | <input type="checkbox"/> Groundskeeping & maintenance              |
| <input type="checkbox"/> Recess & Parking lot duty                 | <input type="checkbox"/> Clerical/office help                      |
| <input type="checkbox"/> School events (kitchen, decorating, etc.) | <input type="checkbox"/> Library & book fairs                      |
| <input type="checkbox"/> Hot lunch                                 | <input type="checkbox"/> Fundraising (auction, phone calls, etc.)  |
| <input type="checkbox"/> Parent Cafe                               | <input type="checkbox"/> Financial support or in-kind donation     |
| <input type="checkbox"/> Concessions                               | <input type="checkbox"/> Other: _____                              |

**CHURCH AFFILIATION**

Church Attending: \_\_\_\_\_ Are you members? Y\_\_\_\_ N\_\_\_\_

Church contact information so that NCS may send a Pastoral reference form to your Pastor.

Name of Pastor/Clergy: \_\_\_\_\_

Email address for Pastor or church office: \_\_\_\_\_

Signature for consent to request Pastoral reference: \_\_\_\_\_

If you are not currently attending a church:

- ☐ Would you be interested in connecting with a local church?
- ☐ Would you like a referral to a local church? What would you be looking for in a church referral (denomination, children's programs, location, etc.)  
\_\_\_\_\_
- ☐ Not interested. Reasons: \_\_\_\_\_

## STUDENT INFORMATION

Student's Full Legal Name \_\_\_\_\_

\_\_\_\_\_  
surname first name middle name  
Student prefers to go by (if different from legal name) \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Grade Level Applied for: \_\_\_\_\_ To begin on: D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_

Date of Birth: D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_ Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ (please provide a copy of your child(ren)'s birth certificate or other government issued ID showing child's birthdate with this application)

Entry Date to Canada \_\_\_\_\_ (if child was not born in Canada)

### PARENTS or LEGAL GUARDIANS

Father: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone \_\_\_\_\_

Email: \_\_\_\_\_

Employer (if self please indicate name of business & type of service: \_\_\_\_\_

Mother: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone \_\_\_\_\_

Email: \_\_\_\_\_

Employer (if self please indicate name of business & type of service: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**Custodial Papers:** Please indicate if legal custodial arrangements are in place in the event of parent separation/divorce Y \_\_\_\_ N \_\_\_\_\_. If yes please provide a copy with this application.



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**SIBLINGS:**

List other children of school age: \_\_\_\_\_

If these children do not attend NCS please explain why not?

1. List all schools attended - starting with the most recent (**include preschool and daycare**)

| School Name | Address | Year  | Grade(s) |
|-------------|---------|-------|----------|
| _____       | _____   | _____ | _____    |
| _____       | _____   | _____ | _____    |
| _____       | _____   | _____ | _____    |

Is your child currently

- ☐ Registered as a homeschooler
- ☐ Enrolled with a distributed learning school (online school)

Describe your child's personality (shy, nervous, outgoing, strong-willed, cooperative, confident, etc.).

**STUDENT SUPPORT SERVICES**

**LEARNING SUPPORT**

Does your child receive Learning Support? If you are uncertain, please contact your current/previous school.

- ☐ Yes, please explain \_\_\_\_\_
- ☐ No

Does your child have a Student Support Plan or Individual Education Plan?

- ☐ Yes. Please attach a copy of the Student Support Plan /Individual Education Plan.
- ☐ No

**SPECIAL EDUCATION** - Students who are enrolled in a Special Education Program are typically those which the school receives Ministry of Education Special Education Funding designated for that child.

Does your child have a special education file at his/her previous school or receive special education services?

- ☐ Yes
- ☐ No
- ☐ Uncertain

Does your child currently or in the past receive any special services for his/her individual needs such as physiotherapy, occupational therapy, speech therapy, behaviour intervention, counselling, etc?

- ☐ Yes, please explain \_\_\_\_\_
- ☐ No

Has your child undergone an assessment of any kind (e.g. Psycho-educational, speech therapy, sight, hearing, speech, physiotherapy, occupational therapy, medical assessments, etc.)?

☐ Yes, please describe the type(s) of assessment

☐ No

If your child has a medical or psychological diagnosis please list \_\_\_\_\_

### CONSENT

If your child has received student support services, as listed above, in his/her previous school please sign the consent below to allow us to speak with their learning support teacher regarding their support plan.

Parent/Guardian Signature \_\_\_\_\_

Any significant family or medical changes that impact student learning and attendance after the initial application date and/or acceptance to NCS, must be communicated in writing to the school as soon as possible so that adequate supports can be put into place.

How many days of school did your child miss last year? \_\_\_\_\_

What is the first language spoken at home? \_\_\_\_\_

Will you be using the NCS bus service? (See Admissions for bus information and registration forms)

☐ Yes, please specify route and stop \_\_\_\_\_

☐ No

### SCHOOL MEDICAL INFORMATION



BELONG



BELIEVE



ACHIEVE

NAME and ADDRESS and PHONE NUMBER of **local** persons (other than parents, they are always contacted first for emergencies).

1. \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_

CONFIDENTIAL MEDICAL INFORMATION:

B.C. Medical Number \_\_\_\_\_

Family DOCTOR: \_\_\_\_\_ Phone \_\_\_\_\_

Family DENTIST: \_\_\_\_\_ Phone \_\_\_\_\_

Does your child have any of the following? (Please Check)

Diabetes \_\_\_\_\_ Hearing problem \_\_\_\_\_ Asthma \_\_\_\_\_ Vision problem \_\_\_\_\_

Heart Condition \_\_\_\_\_ Allergies \_\_\_\_\_ Specify \_\_\_\_\_

Contact Lenses \_\_\_\_\_ Epilepsy \_\_\_\_\_ Other \_\_\_\_\_

Explain briefly above conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is your child currently taking any medication?

☐ Yes, please specify \_\_\_\_\_

☐ No

Is your child able to participate in a FULL P.E. PROGRAM? Y\_\_N\_\_

If "NO", an exemption note from your family physician will be required as P.E. is a compulsory subject. If conditions change during the year, please inform the school.

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## LEGAL RESIDENCY OF PARENT

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To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

### (Lawfully admitted into Canada)

1. I am (please X one):

- ☐ A Canadian citizen (if not born in Canada, please attach a copy of citizenship paper/card)
- ☐ A permanent resident (attach photocopy of permanent residency card)
- ☐ Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach photocopy of document):
  - ☐ Admission as a refugee claimant
  - ☐ A person claiming refugee status who has a letter of no objection
  - ☐ Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
  - ☐ Employment authorization (working permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
  - ☐ A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counterfoil in his/her passport)
  - ☐ Other - document description: (must be cleared with Immigration Canada)

Please provide the entry date to Canada: \_\_\_\_\_

### (Residency in British Columbia)

2. I am a resident of British Columbia (please X one):

- ☐ Yes, Residency address: \_\_\_\_\_
- ☐ No, I am not a resident of British Columbia

### Confirming signature:

3. Parent's/legal guardian's name: \_\_\_\_\_

Parent's/legal guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PARENT DECLARATION

***This section is to be completed when the application is submitted.***

In making this application, I/we: **please check boxes**

- ☐ Have read the admissions considerations, mission, vision, core values and statement of faith
- ☐ Have read the Community Standards policy
- ☐ Have completed the application as accurately as possible
- ☐ Have completed a student registration form for each child (pg 19-22)
- ☐ Have provided the latest academic (report cards, IEP, assessments, etc.) and diagnostic reports of any unique learning needs for each student. Applicants for gr. 11 & 12 must provide a copy of their transcript
- ☐ Have provided a copy of the child(ren)s Birth Certificate or other government issued ID to verify child's birthdate
- ☐ Have completed the Legal residency papers, and submitted Citizenship or Permanent Residency documents if required
- ☐ Have provided contact information for Pastoral reference and signed consent
- ☐ Have provided copies of custodial papers where required
- ☐ Have submitted the \$100/family application fee (cash, cheque, Interac, Visa or M/C through the school office or e-transfer to [accounting@ncsnanaimo.com](mailto:accounting@ncsnanaimo.com) making note of the students name and that it is for an application fee)
- ☐ Have read and understand the Tuition & Fees information including our Continuous enrollment process and our withdrawal process (Continuous Enrollment documents will be sent to you after your New Family Interview at the end of the application process)
- ☐ Have completed the Bus registration if you will be utilizing our bus service (See Admissions for bus information and registration forms)

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Date

I/We also agree to fulfill the annual tuition obligation as set by the Board. Upon acceptance for enrollment after your New Family interview, a completed Continuous Enrollment form and an enrollment fee of \$200/family needs to be received in order to finalize your family's enrollment.

\_\_\_\_\_  
Signature of Parent(s)



## PARENT and SCHOOL PARTNERSHIP

| As a School we commit to the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | As parents we commit to the following                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>★ Fulfill our mission and purpose</li> <li>★ Make every effort to support your child's education in school</li> <li>★ Provide a safe, nurturing environment</li> <li>★ Provide consistent communication regarding your child and the school</li> <li>★ Offer a listening ear</li> <li>★ Provide opportunities for involvement</li> <li>★ Provide consistency in values/discipline</li> <li>★ Seek information and facts and not believe rumours.</li> <li>★ Show respect for your child and your family</li> <li>★ Pray for and support your child and your family</li> <li>★ Use wisely the resources entrusted to the School</li> </ul> | <ul style="list-style-type: none"> <li>★ Support the school's mission, vision and values</li> <li>★ Make every effort to support the staff in your child's education</li> <li>★ Provide a quiet study environment at home</li> <li>★ Provide consistent communication and attend parent teacher conferences</li> <li>★ Attend pertinent school meetings and events</li> <li>★ Be interested in your child's progress and volunteer where possible</li> <li>★ Support the values and policies of the school</li> <li>★ Seek information and facts and not believe rumours</li> <li>★ Respect school administrators, teachers and support staff</li> <li>★ Provide prayerful support for our child and the school</li> <li>★ Honour our financial commitment by paying the full tuition and fees in support of my child's education</li> </ul> |
| <div style="border-top: 1px solid black; height: 1.2em; width: 100%;"></div> Principal Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

I/We have read the parent/School Partnership and agree that these are appropriate and reasonable expectations. I/We commit to working with the school for the educational well being of our child(ren).

I/We acknowledge and will endeavour to support the NCS Community Standards Policy.

Parent signature(s): \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_

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**This section is to be completed at the end of the Admissions Interview**

In making this application:

- ☐ I/We profess that Christ is the center of our life and home.

**OR (check only one)**

- ☐ I/We acknowledge and respect the Christian beliefs of Nanaimo Christian School

**AND**

- ☐ I/We acknowledge and will endeavour to support the Community Standards policy and the Parent and School Partnership.
- ☐ I/We are aware that the curriculum at NCS will be taught from a Biblical worldview, as outlined in our Mission, Vision, Core Values, Statement of Faith and other NCS created curriculum documents.
- ☐ I/We accept that our children will submit to all school policies and values.
- ☐ I/We are committed to following established communication channels and are committed to resolving problems, should any arise.

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

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## NCS Society & Board of Directors

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Nanaimo Christian School is certified by the Province of British Columbia and rated as a Group 1 school under the Independent School Act. As a Group 1 school, NCS must be operated by an “authority” (board of directors) and established as a society.

Nanaimo Christian School is run by the NCS Society’s Board of Directors. All members of the NCS Society in good standing are eligible to serve on the board. Our society is a group of NCS parents, alumni, and staff leadership who meet regularly to share ideas and suggestions that will encourage ongoing strategic development of the school.

Join the NCS Society to discuss and vote on school issues and board member nominations at the annual general meeting each year.

As a member, you can make a lasting difference in the lives of NCS students.

- Full society membership -- Open to parents/guardians of a child currently enrolled at NCS who are active members of an evangelical Christian denomination.
- Associate membership -- Open to parents of previously and currently enrolled students at NCS, as well as alumni, grandparents, and paid staff members who do not have children attending NCS.

### Serve as a board member

Rather than getting involved in day-to-day operational tasks of the school, NCS board members follow a mission-directed governance model. Our board works to protect the school’s mission and vision while creating direction and inspecting everything through a Christ-centered lens.

Board member nominations are considered year-round and are voted on at the annual general meeting each fall.

### Committees & task forces

- Education committee
- Finance committee
- Governance committee
- Membership committee
- Campus Plan task force

### Tasks & activities

- Strategic plan creation & review
- Policy & bylaw review
- Consultation with SCSBC  
(Society of Christian Schools of BC)
- Retreats & conferences

# Tuition and Fees

2025-26

## Continuous Enrollment

Nanaimo Christian School practices a Continuous Enrollment process to streamline the annual re-enrollment process, reduce paperwork, and make it more efficient and convenient for our loyal NCS families.

Previously the re-enrollment process had been an "Opt-IN" program. Annually we asked every family, "Are you coming back?" Since the large majority (on average over 94%) of NCS families return year after year, Continuous Enrollment flips it to an "Opt-OUT" process.

As long as you have signed a Continuous Enrollment Contract with Nanaimo Christian School, you will never have to worry about re-enrolling again. Our re-enrollment approach is "once enrolled, always enrolled".

## How do you need to respond for the 2025-26 school year?

In order for Continuous Enrollment to start at NCS, you will need to complete the attached Continuous Enrollment contract. That's it! We will not need to contact you in September for tuition arrangements, or remind you to re-register next January. A re-enrollment fee of \$100 will be charged each year in February. If you still have questions about your enrollment, please contact Dawna Ferris, Admissions Director.

## Parent Participation Fee

Parent participation is vital to the effective running of our school and all of its activities. This fee program is asking families to volunteer 10 hours or pay \$250.00 each year. The requirement is the same regardless of the number of children you have enrolled in the school. Volunteer hours can be completed by any adult family member who is willing to adhere to Nanaimo Christian Schools policies and complete a Criminal Record check. Understandably, some families may not be able to volunteer so we do provide an alternative option to donate to the Parent Participation Fund instead. If either option creates a hardship, please speak to the School's Administration.

A post dated cheque can be provided to the business office or the parent participation fee will be processed along with the final tuition payment for families who were not able to fulfill their 10 hours.

## New Family Capital Improvement Fee

This is a one time fee due upon enrollment, per new family, of \$1000. The purpose of this fee is to help maintain and improve the school campus. This fee also acknowledges that current and past school families have contributed and laid the foundation but that ongoing support from new families is still essential. Families who can not make this contribution will need to meet with the Accounting Office.

## Tuition for 2025-26

As a level 1 funded school in the Province of BC, Nanaimo Christian School receives 50% of the student grant given to the local public schools. As an example, if a School District 68 student receives \$8000, NCS would receive \$4000 for that student. The rest of the funding is made up through tuition. NCS has made a deliberate attempt to make Christian education affordable for families and offers a graduated tuition rate. As a level 1 school, our costs can not exceed the cost per student in our local school district which means we need to make sure that the combination of tuition and government grants are not higher than the amount the school district receives.

The per pupil group 1 independent government funding is based on a percentage of the per pupil government funding of education in School District #68. In order to qualify for government funding, a student must be in attendance at the school for 600 hours before May 15th of that school year. Days missed due to illness or parent-excused absences are included in the 600 hours, but must be verified by means of written notes, emails, or telephone calls from a parent or guardian. Students who were present less than 600 hours will have their total attendance pro-rated; therefore, the school will receive less funding for these students. Should government funding to the school be lost due to the unnecessary absence of a student, any financial shortage is to be borne by the parents of the student/students involved.

Nanaimo Christian School receives a portion of its operating budget from the Ministry of Education of BC. The remainder of our operating budget comes through tuition, fundraising and donations. Please see the current Tuition Agreement for the amount that would be applicable for your family and for payment options. We strive to include as many of our educational costs as possible in our tuition, but there may be additional costs for particular courses, athletics, fine arts, trips, technology devices, etc. These fees are not eligible for tax receipting. There is a \$100/family (non-refundable) application fee due at the time of application.

If your situation finds tuition to be a barrier to your family attending Nanaimo Christian School please contact Admissions for information about our Tuition Assistance program.

Each year, the Finance Committee and Board review the tuition to ensure that the school can function and operate successfully. This includes ensuring staff are compensated fairly, that students have access to programs and resources and that facilities are maintained and safe.

As such, our tuition rates for 2025-26, show an increase of 4% and are as follows:

| TUITION FOR 2025-26                                                                                                                                                                          |                       |           |           |           |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|-----------|-----------|-----------|
|                                                                                                                                                                                              | 1st child<br>(oldest) | 2nd child | 3rd child | 4th child | 5th child |
| <b>K-8</b>                                                                                                                                                                                   | \$8,160               | \$2,530   | \$1,220   | \$250     | \$0       |
| <b>High School</b>                                                                                                                                                                           | \$8,580               | \$2,890   | \$1,260   | \$260     | \$0       |
| *Grade 12 students must pay an additional \$500 in grad fees that will be added to tuition total, an increase from previous year due to additional graduation activities planned for 2025-26 |                       |           |           |           |           |

## After Tax Cost

Every year, parents may receive two tax receipts from Nanaimo Christian School, both of which are used on their tax return to reduce the taxes payable to the government. One receipt incorporates any donations made over and above tuition payments, including those made to the annual fundraising campaign. The second receipt consists of the portion of the family's tuition relating to "religious" education after deducting the portion allocated to so-called "secular" education. This calculation is made in accordance with the Canada Revenue Agency's guidelines and can vary from year to year depending on a number of factors. As an illustration, if a family with two children at NCS paid tuition of \$7500, and the "secular" cost of education was calculated to be \$500 per student, the family would receive a tuition donation receipt of \$6500 (\$7500 tuition minus \$500 per child). For BC residents, all donations in excess of \$200 attract a tax savings of 43.7%, so for a 2 kid family tuition payment of \$7500, the tax savings would be about \$2840, resulting in a net tuition cost to that family of \$4660. And here is a good idea, at least we think so. Would you consider donating a portion of your tax savings or refund? This would greatly help NCS in providing great education and facilities and as an extra bonus, you would generate a further refund the following spring. It's a cycle that keeps growing and growing.

Please note that tax receipts will be issued in the name of the person who paid. For additional information or questions or special arrangements, please contact the accounting office.

## Guidelines

### **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 1st** 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 of 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 example Non-Sufficient Funds, Account Closed, etc.).
- I. Inability to comply with any of the above Key Financial Guidelines must be communicated in advance to the school Business Office.

## Tuition Obligations

If parents have prepaid tuition fees in full at the beginning of the school year and the student has withdrawn prior to December 15, refunds may be issued in accordance with the "Exceptions" and "Calculation of Partial Refund" below.

If parents pay tuition through monthly installments and the student is withdrawn at any time of the school year, the monthly installments remain due and payable unless a cancellation of the payments is merited as outlined in the "Exceptions" and "Calculation of Partial Refund" below.

## Exceptions

Exceptions to the above tuition obligation policy may be made in the following circumstances:

1. **Family move:** If the parents of a student enrolled in NCS move to a location greater than a 40 km radius from NCS and also enroll the student in another Christian school closer to their new location, the school may grant a partial refund of tuition.
2. **Withdrawal for medical reasons or death:** In the event of the death of a student or a medical disability of a student lasting more than 60 days, a partial refund of tuition may be granted. A medical disability must be certified by a legally qualified physician or surgeon.
3. **Financial difficulties:** If the parents must withdraw a student due to financial difficulties, they must demonstrate their inability to pay tuition in a meeting with the principal and/or business office to determine whether a partial refund of tuition is appropriate.

4. **Other circumstances:** If the parents must withdraw a student due to other extenuating circumstances, they must provide a written letter to the school explaining the reasons for withdrawal. The principal and business office may then agree to provide a partial refund if appropriate.

### Calculation of the Partial Refund

The following stipulations apply in calculating the partial refund:

1. A request for refund must be made to the school office in writing.
2. A request for a refund must be made one full “school-year” month in advance. For example, if a request is made at any time in February, the month of March is the full school-year month and the refund would be calculated as of April 1 to the end of the school year. No refunds will be made if notice is given on or after April 1.
3. If notice of withdrawal from a family with continuous enrollment is received after June 1, families will be responsible for paying September tuition fees.
4. An administration fee of \$150 will be deducted from the refundable amount.
5. If parents have prepaid tuition fees, the school will issue a cheque to the parents for the refundable amount, less the \$150 administration fee.
6. If the parents pay tuition through monthly installments, the \$150 administration fee is charged to their bank account along with any outstanding monthly tuition payments still due as per this policy.
7. Application fees, new family capital improvement fees, parent participation fees and tuition deposits for new families are non-refundable.
8. Tuition refunds cannot be granted once a CRA donation receipt has been issued.