



CROFTON HOUSE SCHOOL  
EST. 1898

## Billing Policy and Fee Schedule

### New Students:

Entrance Fee - A non-refundable registration fee of \$1,500 is charged to all girls accepted into Crofton House School.

Tuition Fee Deposit - A \$1,000 non-refundable deposit is required to secure the allocated space in Crofton House School and will be applied to the year's tuition fees.

### Returning Students:

Tuition Fee Deposit – A \$1,000 non-refundable deposit is required to secure the student's space for the next year. This will be on the March billing and will be applied to next year's tuition fees.

### Tuition – All Grades:

Tuition Fee	15,500
Less: Deposit (paid during registration)	(1,000)
Net Tuition Fees	(14,500)

### Payment Options:

	Without Sibling Discount	With Sibling Discount
Full Annual Tuition Paid by August 1 (1% discount)	14,345	14,035
Term Instalments		
1st Payment Due Date: August 1	4,833	4,730
2nd Payment Due Date: November 1	4,833	4,730
3rd Payment Due Date: March 1	4,833	4,730
Monthly Due Dates : August 1 – May 1 (amount includes a \$15 admin charge)	1,465	1,434

# Billing Policy and Fee Schedule cont'd

## **Fee Payment Method Options**

Payment can be made via Cash, Cheque/Money Order, Post Dated Cheques, or online banking. When remitting payment by cheque, please make cheques payable to "Crofton House School".

## **Penalties**

All statements are due within thirty (30) days of the statement date. All overdue accounts are charged interest at 12% per annum on the 1st and 16th of each month. A NSF bank charge of \$25 per returned cheque will also be applied.

## **The Independent School Support Act Grant**

The School receives a grant under the Independent School Support Act from the Ministry of Education for each qualifying student. The above fee schedule assumes the student qualifies for the Grant.

In the event that the student does not qualify for this Grant, \$5,000 will be automatically added to the above tuition.

## **Other Charges**

Information about extra fees for field trips, classroom supplies, and special projects will be included in the summer notices mailed during August. Students in Grades 7 - 12 will also be charged a \$65 Activity Fee in August. Each family will also be charged for one year book ("The Croftonian").

## **Sibling Discounts**

Each additional student enrolled from the same family will receive a 2% discount on the tuition fees.

## **Withdrawals**

Students are enrolled for the entire year. Parents and guardians are responsible for the payment of the full year's tuition. No portion of fees will be refunded in the event of a student's absence, withdrawal or dismissal from Crofton House School. All unpaid balances are due immediately.

Please advise the school by March 9, 2009 if your daughter will not be returning next year. Notification of withdrawal is to be made in writing to the attention of the Director of Admissions, Marketing, and Communications, as soon as possible.

## **Bursaries and Financial Aid**

Crofton House School has a Bursary Program which assists families in financial need. Please contact the Director of Business Administration for more information about the Bursary Program.