



Pacific Academy

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POLICIES RELATING TO TUITION PAYMENTS

Standard tuition rates apply to all students admitted to the school.

- A. Tuition for the year is due the first day of the school year in September. To assist Pacific Academy families, the following options are available:
 - i. **Annual Payment** - Payment may be made by cash, cheque or money order. Any cheques for Annual payment should be dated September 1st and submitted to the business office at least two weeks before the first day of classes.
 - ii. **Monthly Payments** – payment of 10% of the annual tuition is due on the first of each of the 10 months that school is in session (September to June). These payments must be made by pre-authorized debit. In the event that the pre-authorized debit is rejected by the family's financial institution, a \$50 late payment fee will be charged.
- B. Students will not be readmitted until all financial obligations are met.
- C. If an account is outstanding as of June 30, students' names will be removed from the class lists.
- D. Continued failure to meet the above-stated obligations to the school ON TIME may result in re-registration being refused.
- E. When a student is suspended, expelled or asked to withdraw, tuition for the balance of the year remains due.
- F. When a student voluntarily withdraws from the school for any reason, one full calendar month's notice must be given or 10% of the annual tuition fee paid.
- G. When a student leaves Pacific Academy for any reason, including graduation, all unpaid accounts remain due to the school.
- H. A student damage deposit is required to cover the costs of damaged property or, in some cases, field trips or unexpected expenses that may be incurred during the school year. This amount must be topped-up at the beginning of each school year.
- I. Inability to comply with any of the above policies must be communicated to the Director of Finance and alternate arrangements may be available if extenuating circumstances exist.