



St. Margaret's School

TUITION REFUND PLAN

Information Sheet

The Tuition Refund Plan (TRP) provides financial protection to a family when a student is withdrawn. Possible reasons include, but are not limited to: serious accident, extended illness, transfer of family, or death of a student. The TRP premium is 3.7% of tuition.

The TRP is mandatory for all boarding students and for BC students enrolled in the monthly payment plan. The TRP is optional for all other day students and requires that a TRP Waiver form be submitted by the parent(s) or legal guardian(s).

Why is this plan important?

Parents have an annual financial obligation for tuition, boarding and other fees. It is essential that the School's annual income from fees be assured for it to honor its annual commitments to staff, vendors and other support partners. The withdrawal or dismissal of a student does not reduce operating expenses; therefore, parents make a financial commitment for the full year.

Unfortunately, some students do not complete the full year. This plan is intended to assist with the annual financial obligation of families in such situations.

Definitions

"Academic year" – The first day of school in September and the last day of school in June, including weekends, holidays and vacations.

"Tuition" – The fees payable for the school year, including tuition and boarding, if applicable, and excluding non-refundable deposits and supplementary fees, such as TRP premium, building fee and registration fee.

"Withdrawal" – A complete, voluntary severance from classes for the balance of the academic year.

Period of coverage

Coverage will commence on August 15th.

Not covered under this plan

1. Any medical condition for which the student does not regularly receive legally qualified treatment.
2. Use of drugs (any drug or agent classified as a narcotic, hallucinogenic, psychedelic, or having similar classification or effects), unless administered under legally qualified medical procedures.
3. Absence that is less than thirty-one (31) consecutive days.
4. Absence or suspension from the program of education as a result of disciplinary action against the student, including expulsion from St. Margaret's School.



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Cancellation of enrollment prior to June 30th

If a student wishes to cancel their enrollment for the upcoming academic year, they may do so prior to June 30th and all refundable fees will be refunded. TRP premium, application fees, registration fees, building fees and deposits will not be refunded.

Tuition Refund Plan Formulae

The prorated refund of tuition, excluding deposit, is stated in the formula below. Any refundable supplementary fees will be refunded at 100%. The date used to calculate the refund will be the date the school receives official notice from the parent that they are withdrawing their child.

1. Student Death, Absence or Withdrawal for Medical Reasons

100% of the remainder of the academic year's tuition fee provided the disability or condition extends for thirty-one (31) or more consecutive days. This disability must be certified by a legally qualified physician or psychiatrist.

Formula:

$$100\% \times \text{number of days remaining} \times \text{tuition fees}$$

$$292 \text{ days in the academic year}$$

2. Employment Relocation

60% of the remainder of the academic year's tuition fee if the student is unable to attend classes as a result of the relocation for employment purposes of the student's parent(s) or legal guardian(s) from a location within the Capital Regional District of British Columbia, as certified in writing by the employer.

Formula:

$$60\% \times \text{number of days remaining} \times \text{tuition fees}$$

$$292 \text{ days in the academic year}$$

Forms

Forms are available on request from receivables@stmarg.ca or from our website at www.stmarg.ca.

Form 1 - TRP Waiver

Form 2 - Refund Request Form

Enquiries and Refund Requests – Contact: Donna Phillips, Director of Finance & Corporate Services, dphillips@stmarg.ca, 250-479-7171 ext. 2537.



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St. Margaret's School

TUITION REFUND WAIVER

I understand St. Margaret's School refund policy and I waive all rights to benefit under the Tuition Refund Plan.

Sibling #1

Student ID Number	
Last Name of Student	
First Name of Student	

Sibling #2, if applicable

Student ID Number	
Last Name of Student	
First Name of Student	

Sibling #3, if applicable

Student ID Number	
Last Name of Student	
First Name of Student	

Parent / Legal Guardian
Please print name

Parent / Legal Guardian
Signature

Date (YYYY-MM-DD)

Parent / Legal Guardian
Please print name

Parent / Legal Guardian
Signature

Date (YYYY-MM-DD)