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*Is this the right guide for you?*

This guide applies to international students only. Students are considered international, if the student's parents, at the application date:

1. Reside outside Canada; and/ or
2. Do not hold one of the following:
  - Permanent residency status in Canada and British Columbia
  - Landed immigrant status in Canada
  - Canadian Citizenship

If one of the student's parents holds one of the above, and currently resides in British Columbia, Canada, please refer to the domestic admissions and fee booklet. If a parent's residency status changes, please notify the [Director of Admissions](#) in writing and provide proof of the change, as soon as possible, to ensure our records are kept up to date.

Changes to residency status made prior to the first business day in June will apply to the current application year. Changes to residency status made subsequent to the first business day in June will not impact the current application year but will be applied to the next application year.



## Admissions Process

### New International Student Application Process

1. Interested families/students contact the [Director of Admissions](#) directly or complete and submit an online inquiry.
2. The [Director of Admissions](#) will follow up with a phone call and to arrange a meeting with the the family and the student applicant, if this is determined to be the next step. The visit includes a tour of the school and the opportunity to ask questions.
3. Should the family wish to proceed, a formal application should be made. The application includes the submission of supportive documents and payment of the application fee.
4. The [Director of Admissions](#) will arrange for a formal observation or interview and a student assessment. This observation or interview and assessment will occur in person or via Skype, if in person is not possible. At the same time, if required, our Family Boarding coordinator will be reviewing the student’s profile to find the best possible fit for a Family Boarding arrangement.
5. Successful applicants will be offered a place in the School. The offer will:
  - Confirm that a space is available for the child and will include instructions for enrolment and admission; or
  - Confirm that the class is full and include further instructions for continued contact in case space becomes available.

### New International Student Enrolment Process

1. Once an offer of admission has been accepted, the [Director of Admissions](#) will send the family an enrolment package which includes:
  - The Enrolment Contract
  - Estimate for all applicable fees
  - Health Insurance program enrolment form
2. The family will return the signed Enrolment Contract, applicable fees and signed forms to the Director of Admissions..
3. The student is formally admitted to the School upon receipt of the above documents and payments. A Welcome Package confirming the student’s enrolment will be sent out to the family and or agent certified to act on behalf of Aspengrove School.

### New International Student Fees

Application Fee	\$250
International Admission Fee	\$2,000 for each child

### Important Dates in the New International Student Admissions Process

Date of application	Application fee due
Upon invoicing receipt	International student tuition fees, admission fee, medical insurance premium, family boarding fees (if applicable), incidentals deposit (if applicable), due
Upon receipt of payment and completed forms	Confirmation of enrolment provided to enrolling family provided to agent certified to act on behalf of Aspengrove School
Later of: 30 Days after invoicing, or Date at which proof of denial of student visa has been presented to school	Last day to withdraw without penalty, other than admission and application fee



### Re-enrolment Process

The re-enrolment process begins in January prior to the start of the new school year and applies only to those students currently enrolled in the school.

After the Christmas break, re-enrolment packages are distributed to Aspengrove Families who currently have a student enrolled. All families are to respond by the deadline in one of the following two ways:

- Families wishing to re-enrol their child(ren) for the upcoming school year will return their signed **enrolment contract(s) applicable accompanying forms, tuition fees, health insurance premium, family boarding fees and incidentals deposit (if applicable)** by the first Monday in February.
- Families of a student wishing to withdraw from the school will return the signed **Notice of Withdrawal** form by the first Monday in February.

As the notice to wait pooled students is sent out soon after the deadline for re-enrolment, it is crucial that families notify the school of their intentions by the re-enrolment deadline to ensure a space is reserved for each child wishing to re-enrol.

Please contact the [Director of Admissions](#) if there are circumstances that are delaying your ability re-enrol by the re-enrolment deadline.

Any student who has notified the school of their intention to withdraw their child(ren) and, then subsequently, wishes to re-enrol their child(ren), after the re-enrolment deadline, will need to re-apply to enter the school through the regular New Student Admissions Process and will be subject to all fees as stated in the “New Student Enrolment Process”.

### Important Dates in the 2018-2019 Re-enrolment processes

January 2018	Re-enrolment process begins for following academic year.
February 5, 2018	Re-enrolment Contract, fees and accompanied forms due

### Family Boarding Program

Aspengrove School offers a Family Boarding program for students whose parents do not live in Nanaimo. The goal of the program is to provide a safe, supportive, family environment for students attending Aspengrove from another community. It is intended that participation in the Aspengrove Family Boarding Program be a rich and rewarding experience for both students and their Host Families. Host Families are compensated for hosting a student for the school year.

If you are interested in becoming a host parent, please contact the [Director of Admissions](#).

### Legal Custodial Information

Should there be a legal agreement or consent order filed in regard to co-parenting schedules, access and/or custody of a student, the school requires parents to provide a copy of the most current filed legal agreement or consent order to be kept in the student’s permanent student record file.



**2018-2019 Tuition Fee Schedule**

*With Family Boarding*

Grade	Tuition*
8-10	\$39,010
11-12	\$41,440

\*Includes tuition fees and family boarding fees of \$9,200 for a 10 month period. A \$2,000 incidentals deposit will be added to the invoice to cover additional fees described below. Any balance of the deposit will be settled at the end of the school year with any unused portions being refunded to the student.

*Without Family Boarding*

Grade	Tuition
JK3 3 - 1/2 Days	\$ 10,960
JK4 5 - 1/2 Days	\$ 13,950
JK 3 Full Days	\$ 16,960
JK 5 Full Days	\$ 20,700
Kindergarten	\$ 24,260
PYP	\$ 26,140
MYP	\$ 29,810
DP	\$ 32,240

**Additional fees not covered in Tuition**

Field Trip costs	Junior Kindergarten to Grade 5 Range from \$110 <sup>1</sup> to \$200 <sup>2</sup> per student for the year, based on teacher planning and unit of inquiry focus. These expenses are billed at the same time as tuition invoicing.
Outdoor education and leadership trips	Grade 5 to 11 students only Range from \$350 <sup>2</sup> -\$700 <sup>2</sup> for the year, depending on grade enrolled and program trip planned. These expenses are billed at the same time as tuition invoicing.
Exploratory Fees	Grade 5 to 10 students only Range from \$0 <sup>2</sup> to \$200 <sup>2</sup> for each of the 3 terms, depending on student choice. These expenses are billed each term in October, February and May.
Music Rental	Grade 5 to 10 students only Range from \$160 <sup>2</sup> to \$220 <sup>2</sup> per year, depending on participation and instrument. Billing occurs at the beginning of each Term in approximately October, January and May or annually at the beginning of the school year.
Uniforms	Uniform items are available and ordered through Cambridge Uniforms. Uniform requirements will vary by grade and individual. Uniform costs are estimated at be approximately \$500 <sup>2</sup> - \$1,000 <sup>2</sup> per student, subject to choice on quantity. <a href="http://www.cambridgeuniforms.com/">http://www.cambridgeuniforms.com/</a>
Health insurance	Mandatory for all international students, unless proof of alternative insurance can be provided. These expenses are billed at the same time as tuition invoicing, if health insurance is required. Premium: \$600 per individual insured per year

<sup>1</sup> Figures are approximate and actuals may differ



English Language Learning (ELL) support	If required, this support is charged at a rate of \$6,650 per year for three hours per week of support. Additional support will be billed at \$50 per hour.
Lost Book Fees	In the event that a student does not return a book or textbook assigned to them, the following fees will be billed to the family:  Textbook: \$65  Novel: \$15
Other costs	Certain other costs may arise that are not covered by tuition. These are depend on the child's academic interests and involvement in extracurricular events and activities. These costs will be billed back to the family as incurred. Families will be notified prior to invoicing.

<sup>1</sup>Figures are approximate and may actuals may differ

### Payment Options

Aspengrove School accepts the following forms of domestic payments:

1. Cash (Under \$5,000), cheque, money order
2. Debit card
3. Credit Card (VISA or Mastercard)
4. e-transfer (under \$1,000 for non-tuition payments only)\*
5. Direct wire transfer (Contact the [Finance Department](#) for wire transfer details)

Send the transfer and the answer to your question to the email [finance@aspengroveschool.com](mailto:finance@aspengroveschool.com).

International payments can be made via [www.flywire.com](http://www.flywire.com)

### Payment Terms

International student fees are due 30 days after invoicing. If left unpaid after 30 days, the position in the school is no longer secured. Once payment is received, the student will be issued a confirmation of enrolment letter to be included in their student visa application.

**Non-Sufficient Funds** charges be subject to an escalating fee structure. Each payment returned by the bank will be subject to a \$50.00 administration fee for the first occurrence, \$75.00 for a second occurrence and \$100.00 for a third occurrence.

### Tuition Discounts

#### Cash Discount

A cash discount of 3% has been reflected in the tuition fees presented in this fee booklet on page 4. If payment is to be made by a method other than cash, cheque, money order, debit card or e-transfer, these fees will be adjusted to exclude the cash discount. The 3% discount will be added back to all payments made by mastercard or visa .

#### Sibling Discounts

The school understands the benefit of having children together in the same school and recognizes the impact that the cost of an independent school education can have on families with multiple children. In an effort to assist families considering Aspengrove School, the school has established a tuition discount for families with multiple siblings. In order to obtain the sibling discount, the student must be a biological child, legally adopted child or legal ward of an adult with one or more other biological child(ren), legally adopted child(ren) or legal ward(s) enrolled in Aspengrove.

Discounts for multiple children within an immediate family are:

Second and third children	5% discount on tuition
Fourth and subsequent children	10% discount on tuition



### **Tuition Refund Policy**

Prior to the due date of the tuition invoice, the enrolment of the child can be canceled by the parents or guardians, in writing, for a full refund less the following:

- re-enrolment deposit
- admission fees
- outstanding balances from previous school years

Our Enrolment Contract is a contract of obligation for the full school year and we require that it be signed annually by the parent(s) or legal guardian(s) responsible for the student's fees. If this is a joint agreement to pay, both parents or guardians are required to sign the enrolment contract. This contract is distributed to parents at the time of acceptance and during the re-registration period each year thereafter. Upon signing the annual Enrolment Contract and submitting the appropriate non-refundable admission fee or re-enrolment deposit, a place is reserved for the student for the full academic year.

In consideration of Aspengrove School reserving a position for each child, the Parent(s) or Guardian(s) of the child, who have signed the enrolment contract, are obligated to pay all tuition and other fees for the full academic year by the tuition due date. This obligation is unconditional and after the due date of tuition, as noted on the tuition invoice, no portion of fees paid or outstanding will be refunded or concealed in the event of absence, withdrawal or dismissal from the school of any student. However, in the case the student is denied a visa or study permit or Aspengrove School is unable to secure a Family Boarding host, Aspengrove School will refund 100% any paid tuition fees, less the sum of both the application and admission fee, if applicable.

### **Philanthropy**

Tuition fees are used for operational expenses, such as salaries and general maintenance. As is the case with all independent schools, donations are needed to sustain the many and diverse opportunities that are an intrinsic part of an independent school education. Donations also provide the funds for capital improvements—major renovations and construction of facilities. All eligible donations are tax receipted according to CRA guidelines. Please contact [David Hutchison](#) to inquire on how you can contribute.