



ST. JOHN'S ACADEMY SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC
250-220-4888, info@stjohnsacademy.ca

SCHOOL TUITION AND REFUND OF FEES POLICY

For academic year: 2020 – 2021

OVERVIEW

St John's Academy Shawnigan Lake (the School) is committed to providing an exceptional learning environment where students are encouraged to learn and participate with the school community. Every reasonable effort will be made by the School to share this policy with all applicants, and for staff and students, alike, to understand the contents.

Students will be granted a tuition and boarding fees refund or transfer under the following circumstances:

1. If the school fails to achieve or maintain B.C. Ministry of Education certification, collected boarding fees and tuition will be reimbursed by the School Authority according to its posted refund policy below.
2. If the school closes but online learning takes place, no tuition refund will be provided. However partial credit will be provided for transportation and boarding fees.
3. In case of school closure and no online learning takes place, a full refund of tuition, boarding and transportation fees will be provided.
4. Any Canadian student transferring to another school requires one month written notice as well as a completed "Refund Request Form" to be granted partial refund.
5. The student has enrolled and remitted tuition and boarding fees but fails to meet St. John's Academy Shawnigan Lake school admission standards and did not misrepresent his or her knowledge or skills when applying for admission.
6. The student's study permit (International students) is not approved by *Citizenship and Immigration Canada*, providing the original rejection letter from *Citizenship and Immigration Canada* is submitted to the School.

Students will NOT be granted a refund under the following circumstances:

1. The student is expelled from St. John's Academy Shawnigan Lake School.
2. The student leaves St. John's Academy Shawnigan Lake School without written notification.
3. The student does not attend school within 60 days from the student's scheduled first day of term and no written contract is received from the student or guardian.
4. The student has a previously known learning disability or Special Education Need that was not disclosed to the school prior to enrollment, that the school has no program to accommodate for and that the school determines exists within 90 days of the student's tenure at the school.
5. The student received their study permit using a *Letter of Acceptance* or *Registration Confirmation Letter* issued by St. John's Academy Shawnigan Lake but has not attended school.
6. The student receives their study permit but then transfers to another school.

If one of the tuition refund circumstances is met, the student may request for a refund by providing any required documents and submitting a completed Refund Request Form in order to process the refund. Otherwise, all applications fees are **non-refundable** including the **administration fee (\$400.00)**.



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The normal processing time for tuition refunds is **2 to 4 weeks**.

NOTE:

* Inactive student files will be closed after 6 months if no contact by student/guardian. Tuition will not be held in this case.

By signing below, we have read and agree to St. John's Shawnigan Lake School's Refund Policy.

Student Signature: _____ Date Signed: _____

Parent/Legal Guardian's Signature: _____ Date Signed: _____

ANNUAL REVIEW OF POLICY

During the spring of each academic year, the Head of School will review the School Tuition and Refund of Fees policy with Admissions and Finance staff of whether there will be any changes to the policy, and to provide a report to the Advisory Board of any updates to this policy.