



# ST. JOHN'S ACADEMY SHAWNIGAN LAKE

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

For academic year: 2022– 2023

## ***Tuition Refund Policy***

### **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.

Board policy dictates that tuition fees are non-refundable as teachers are hired and student timetables are created based upon enrollment commitments. However, under limited circumstances, the Head of School reserves the right to offer a full or partial refund. Below are some illustrative examples.

### **Students may be granted a tuition and or boarding fee refund 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 may be provided for transportation and boarding fees.
3. Canadian day students transferring to another school require one month written notice as well as a completed "Refund Request Form" to be granted a partial refund.
4. The student has enrolled and remitted tuition and boarding fees but fails to meet St. John's Academy Shawnigan Lake admission standards and did not misrepresent his or her knowledge or skills when applying for admission.
5. The student's study permit (international students) is not approved by *Citizenship and Immigration Canada*. Student must provide the original rejection letter from *Citizenship and Immigration Canada* and submit it 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.
2. The student leaves St. John's Academy Shawnigan Lake 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 contact is received from the student or guardian.
4. The student has a previously known, yet undisclosed, learning disability, behavioral challenge, or special educational need that was not reported during the admissions process.
5. An international 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 the school.
6. An international student receives their study permit but then transfers to another school.
7. The student provides any false or misleading information in their application.



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\*If a tuition refund circumstance is met, the student may request a refund by providing any required documents and submitting a completed Refund Request Form to process the refund. Otherwise, all application fees are **non-refundable** including the **administration fee (\$600.00)**.

\*The normal processing time for a tuition refund is **4 weeks**.

\* Inactive student files will be closed after 6 months if there is no contact from the student/guardian. Tuition will not be held in this case.

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

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## **ANNUAL REVIEW OF POLICY**

The Head of School will review the School Tuition Refund policy on an annual basis. Any changes to the policy will require Board approval and will then be communicated to the school community.



Student Refund Request Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

[ ] Year Graduated \_\_\_\_\_

[ ] Permanent Withdrawal

A. REFUND

[ ] Tuition\* Amount: \$ aaaaaaaaaaaaaaaaaaaaaa"

Incidental Fee Amount: \$ aaaaaaaaaaaaaaaaaaaaaa"

Other (Please specify): \_\_\_\_\_

[ ]

\*Students must be eligible to graduate (indicated in Ministry of Education) in order to request the refund. Tuition refunds are subject to the policies set by St. John's Academy. All eligible refunds will be made payable by cheque or otherwise indicated. The normal processing time for refunds is 4 weeks. The office will notify you when the cheque is available for pick up.

B. PAYMENT METHOD

Cheque:

Pick Up

By Mail

E-transfer:

By (Local Bank Only)

Email address: \_\_\_\_\_

Please fill out the following:

Cheque Payable to (please write full legal name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*\*\*\*\*

Wire Transfer (\$30 Bank Fee for International Wire only)

\*Please fill out your bank information below in English\*

Account Holder's Name: \_\_\_\_\_

Account Holder's Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Transit: \_\_\_\_\_ Branch Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Swift Code (for International Wires ONLY): \_\_\_\_\_

\*\*\*\*\*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Notes:

Checked by: \_\_\_\_\_
Accountant

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_
Head of School

Date: \_\_\_\_\_