

Policy Name: Withdrawal Policy		Policy Number: 304
Created by: Board of Trustees	Version: 1.0	Approved: October 2018

Policy Statement:

Lakeside School makes financial commitments to faculty, staff and facilities based upon student registrations for the whole academic year, and thereby relies upon the full tuition from families to finance these commitments. Enrollment of a child(ren) includes an unconditional obligation to pay tuition and fees for the full academic year.

Principles and Procedures

If a child is withdrawing from Lakeside School, the school must be informed of their intent to withdraw in writing.

In the event that the student registered does not attend, withdraws from the school for any reason, or is dismissed by Lakeside School before the end of the school year in accordance with established school policies, two months tuition is immediately due and payable on the date of withdrawal/dismissal, and the registered family must remit the full contract amount at that time.

In addition to tuition fees when registering the parent must agree to be responsible for Registration fees, other school fees, Out-of-School Care fees, all costs, reasonable attorney fees and any other expenses which we may incur in the enforcement of this contract.

Disclosure

Parents must, during the application process, disclose to the school in confidence any known medical condition, health problem or an allergy affecting the child. Parents must also disclose any history of learning or behaviour challenges on the part of the child as well as any assessments by healthcare providers, psychologists or instructors at previous schools focusing on learning challenges or skill level.

Parents must also disclose any family circumstance or court order which might affect the child's welfare or happiness, or any concerns about the child's safety. Full disclosure of any educational and/or social development concerns is critical to making a placement in Lakeside School that is appropriate for the child.

Acceptance and deposit for students new to Lakeside School

A non-refundable deposit of the School Registration Fee will be payable on January 15th of the year of enrollment. Upon receipt of the deposit, it is understood that the child is enrolled for the entire year with the parents/guardians responsible for the payment of the full tuition fees. Tuition Fees are due on **March ??** of that same year. All dates and payments must be met to ensure a space at Lakeside School.

Should acceptance be offered after the dates outlined above, parents have one week from acceptance to pay the School Registration Fee, and two weeks from acceptance to pay tuition. Families enrolling during the school year must pay all required fees prior to the child attending school. For those children requiring additional support, the scope and nature of the tuition assistance service will be at the discretion of the school.

Acceptance and deposit for students returning to Lakeside School

A non-refundable deposit of the School Fee will be payable on February 15th of the year of enrollment. Upon receipt of the deposit, it is understood that the student is enrolled for the entire year with the parents/guardians responsible for the payment of the full tuition fees.

Cancelling Acceptance

The cancellation of a place which has been accepted by a family will result in the loss of any fees paid to that point. Notification of cancellation must be made in writing.

Withdrawal or dismissal

No portion of fees will be refunded and all unpaid balances are due immediately in the event of the student's withdrawal or dismissal from the school.

For a student to be re-registered for any upcoming school year, the family must be in good financial standing for all siblings, with all outstanding fees fully paid.

Accessible Tuition Assistance

It remains Lakeside School's ambition, consistent with the vision of a diverse student body, to broaden the intake to include students of families unable to afford the full school tuition. Financial assistance is offered to Canadian residents who cannot afford the full tuition, in accordance with Lakeside School's Accessible Tuition Assistance program. Awards to both new and returning students are based on demonstrated need and are available to students entering Kindergarten to Grade 6. Students applying (or reapplying) for financial assistance must be in good standing.

Payment of fees by a third party:

An agreement with a third party (such as a grandparent) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults.

Installment Arrangements:

Parents may pay the school fees in ten installments in accordance with the tuition schedule.

Community Code of Conduct

Courtesy, integrity, discipline and respect for the needs of others is the cornerstone of Lakeside School. The Community Code of Conduct outlines behaviour and discipline policies. In accepting a placement at Lakeside School, parents and students are agreeing to the Community Code of Conduct and will be asked to sign the registration document stating they understand that the students and their families are expected to abide by the Community Code of Conduct. The Community Code of Conduct can be found on the school website.