



IMPORTANT: Families with children enrolled during the current school year who are not returning for the 2010/11 school year must notify the Principal by April 26, 2010. Re-enrollment after April 26, 2010 will be subject to a \$300 enrollment fee and will be subject to space availability.

The cost of providing Christ-centred education at the Ottawa Christian School is funded by both parents of children enrolled in the school as well as the non-parent supporting community. Enrolment at OCS is not based on a fee-for-services-rendered basis because the value of Christian education is immeasurable in financial terms, and the viability of the school depends on much more than the financial contributions of parents – for example the efforts of unpaid volunteers, and significant assets such as the land and building provided by previous supporters. Nevertheless, to ensure adequate financial resources for the operation of the school and equitable sharing of that obligation, the formula on the reverse side of this page determines the financial contribution expected from each family whose children are enrolled at OCS.

For families with children in grades 1 – 8, the expected pledge is proportional to the family’s gross income. Families with unusual circumstances that would affect their ability to pay the calculated amount may apply for tuition assistance. (Contact the Finance Committee for the appropriate form.) Such assistance is given entirely at the discretion of the Tuition Assistance Committee, based on the need of all applicants and the availability of donated tuition assistance funds.

The Ottawa Christian School Association is recognized by the Canada Revenue Agency as a registered charity. As such, we may issue charitable donation receipts for financial gifts to the Association. CRA deems that families whose children attend OCS derive some benefit from that, and therefore, to determine the portion of a family’s pledge which can be considered a gift, the school is required to deduct a “cost-per-pupil” multiplied by the number of students that family has enrolled in the school. Charitable donation receipts can be used to reduce the family’s income tax, which in effect means that, for most families, the after-tax cost is significantly less than the pledge amount calculated. Note that once receipted, pledges cannot be refunded. This includes advance tuition paid by a family that withdraws from the school.

The revenue derived from tuition does not cover the total cost of providing a Christian, high quality alternative education. Membership fees and donations, church offerings, gift card sales, the annual Walkathon, and other events all help reduce the cost borne by parents. All families are encouraged to participate in fund-raising projects and the volunteer effort that is required to operate the school. Everyone is encouraged to promote the school at every opportunity, and to continue to support the school after their children have graduated, so that others may benefit in the same way.

Parents who enroll their children at OCS agree to abide by the following policies regarding pledges:

The total pledge amount is payable in 10 monthly installments, the first dated June 1, 2010 to the last dated March 1, 2011. The preauthorized debit form must be completed or ten post-dated cheques, payable on the 1st of each month, must be submitted with the pledge form **on or before April 26, 2010**. An annual lump sum payment for the full year’s tuition can be provided on June 1, 2010. Other payment schedules are acceptable only if the amount paid at any given time exceeds that of the schedule defined above.

The pledge amount for a portion of the school year is calculated as 1/10 of the total amount multiplied by the number of months or part-months attended. **Once a family has registered, they are obligated to provide a minimum of three months’ notice of intention to withdraw from the school.** In lieu of such notice, payment of the pledge amount for the three-month notice period will be required. (The three-month notice is required for cancellation of bus services as well.) Families that enroll during the school year must pay the first three pledge installments in advance.

Late, incomplete or incorrect pledge forms, forms submitted without cheques or a preauthorized debit form, cheques held at the payer’s request or not honoured by the bank or any other failure to abide by the payment schedule will be assessed an administration fee of \$30 per month until the situation is resolved. The Finance Committee will consider individual financial circumstances and may waive such fees at its discretion. Families experiencing financial difficulties are encouraged to contact a member of the committee to confidentially discuss their situation. It is our prayer that the burden of the cost of Christian education will be borne by all, in proportion to the means each has been blessed with.

I have read and agree with these policies.

Signature

Date