

Dear Studio9 Parents

Re: Updated Studio9 Registration Policy for 2019 (Attached)

For the 2019-20 school year, Studio9 School of the Arts is updating the registration process to ensure that, we both offer first placement opportunities with our existing families and, ensure new students interested in Studio9 have the earliest possible option to secure their enrolment for September so families can plan ahead and be secure in their school options. This comes as we near capacity on the site and would like the available openings filled with firm commitments.

We are sending this notice out in December to give everyone opportunities to plan for the changes and commitments. We are opening Kindergarten enrolment in January and all other grades in February.

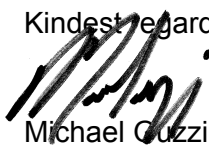
In the past, we have simply taken verbal agreements to re-register, with a basic registration interest form, as a family's word that they would be filling a September seat. That has not worked out well as some have not come back as promised, while potential students were left on waiting lists or went elsewhere. This has caused problems in not allowing us to accurately financially plan for a school year to maximize benefits for our students and staff. It is also unfair to leave returning staff and potential new staff in limbo.

The Board of Directors has approved a new enrolment policy to come into effect in 2019.

We are instituting a new guaranteed registration process where families interested in returning must sign tuition contracts to actually be registered, complete with needed documents and a non refundable one month deposit, by April 1st of each year beginning April 1, 2019. After April 1st, all enrolment for the September 2019 to June 2020 school year is on a first come, first served bases until classes are full, with the same requirements as above to actually be registered. Any re-enrolment interest form or application forms are not considered registration.

Please direct questions to myself. You will be receiving registration and notifications in the new year.

Kindest regards



Michael Guzzi

CEO Studio9 Independent School of the Arts Society

Studio9 Independent
School of the
Arts Society
S-0038672 - BC
RA Charities Number
871860276RR0001

Board of Directors

Kevin Purnell

Jeanette Deshayes

Dave Manuel

Lyle Isenor

Jerry Isenor

Registration Policy Studio9 2019-2020

The guaranteed registration deadline for a September seat in a new school year is April 1st of that year.

- ☑ Registration means;
- ☑ a completed and fully signed tuition contract
- ☑ must supply copies of student birth certificate, student's care card, immunization record, parents drivers license
- ☑ all student diagnosis, psycho-educational reports, or other medical documents if applicable
- ☑ signature on required supplemental forms
- ☑ a two month non refundable deposit based on your personal yearly tuition rate.
- ☑ Registration fee if applicable for new or expired registrations

***Note: The 2 month deposit will be applied to the final three months of the school year or subtracted from the full payment plans listed below.*

If the registration form and deposit are not received on or before the April 1st due date a seat cannot be reserved for your child in the new school year.

Students who have not submitted their signed Tuition Agreement, forms and deposit by the due date will be deregistered for September and are subject to a \$200.00 re-registration fee after June 1st.

Studio9 plans a school year based on student needs for the full school year in terms of staffing, supplies, schedules and operating costs. Costs are incurred for a full year and not just the ten months of classes. We make the commitment to educate your child for the full year as per Ministry policies and incur those costs well before school starts in September.

Your total school costs at Studio9 are partially subsidized through a Full Time Student Equivalency Grant from the Ministry of Education based on our ranking as an independent school. Studio9 is currently a Category 1 Independent School meaning you get the maximum per student grant subsidy, which is calculated based on a formula and is different for every school district. The full grant is only given for a complete year therefore late registration or early withdrawal means a reduced grant subsidy. Parents should be aware that if the grant should be reduced, the School may adjust the yearly fees to compensate for loss of revenue retroactive to the date change and/or seek reimbursement for the lost provincial grants portion.

PAYMENT PLAN OPTIONS ARE AVAILABLE.

OPTION 1: Full payment on July 01 - 2% Fee Reduction and subtract registration deposit.

OPTION 2: Full payment on September 01 - 1% Fee Reduction and subtract registration deposit.

OPTION 3: Quarterly Instalment payment plan - July 1st, October 1st, January 1st and March 1st - 4% handling fee

OPTION 4 - Monthly payment plan with all payments due by the first of the month the child is attending - 5 % handling fee and all payments either by Pre Authorized Debit or Post dated Cheques only

A \$50.00 fee will be charged for any non- sufficient funds (N.S.F.) transaction.

Fee Payment Options

By Preauthorized Debit

Completed Form and void cheque to be emailed to Accounting at office@studio9.ca by May 1st

Post Dated Cheques for each payment period dated on the 1st day of each payment period.

By Credit Card

A 3% Administration fee will be applied

Parent authorization of amount to be charged will be required prior to processing.

eTransfer is for full payment only unless special permission is given.

By Wire Transfer or Money Order (full payment only)

Completed Form to be emailed to Accounting at office@studio9.ca by May 1st

Please contact the office at the above address if you require Preauthorized Debit or Wire Transfer/Money Order Forms

OUTSTANDING TUITION ACCOUNTS

If the student fees remain unpaid at the end and/or beginning of any term, as outlined in the fee schedule, the student will not be allowed to return to school or begin classes until the account has been brought up to date. In the event that an account remains unpaid at the end of the current school year, the student will not be permitted to return to Studio9 for the following school year until the account is fully paid plus interest based on 5% per annum interest rate.

Early withdraws of students for any reason is subject to immediate payment of 90 days of tuition costs from the day of withdrawal notice is given. In a full tuition payment situation the remainder of any tuition, beyond the 90 day withdrawal requirements, is refunded.

FINANCIAL ASSISTANCE: Financial assistance is available through the school for qualifying families based on income, the fit of the family to arts programming at Studio9 and available funds. Financial assistant funds are limited in a given school year.

Forms for financial assistance are available at the office or Online at [www.,studio9.ca](http://www.studio9.ca) under "Documents":

No assistance is automatic year to year and no assistance can be considered until full Financial Assistance Forms are completed with accurate family income statements.

Please be very accurate with your forms and requests, an be prepared to be offered assistance less than applied for in certain circumstances.

Tuition assistance is capped annually based on those who support the scholarship plan.

Re-Enrolment Form September 2019/2020

Parent First Name: _____ Parent Last Name: _____

Student(s) Last Name: _____ Student(s) First Name: _____

Grade(s): _____

☐ Please prepare Tuition Agreements based on current information on file with no changes

☐ Please change the following information:

I would like the following payment option:

☐ Full Payment July 1, 2019 with at 2% discount on full tuition
Primary-Elementary \$5096 (after discount) Middle-High \$5684 (after discount)

☐ 10 equal monthly payments at 5% interest (start July 1, 2019)

☐ 12 equal monthly payments at 5% interest (starting July 1, 2019)

☐ Quarterly payments July 1/October 1/January 1/April 1 at 4% interest

I would like the following payment method:

☐ Cheque for full payment

☐ Post Dated Cheques for monthly payments or quarterly payments

☐ Auto Debit from my account monthly payments or quarterly payments

☐ Credit Card full payment **Note:** Additional 3% processing fee on Credit Card charges

☐ Credit Card monthly payment **Note:** Additional 3% processing fee on Credit Card charges

Parent Signature: _____ Date: _____