



# KELOWNA CHRISTIAN SCHOOL

## 2019-2020 PRESCHOOL TUITION CONTRACT

### CONTACT INFORMATION

FATHER (Guardian 1) LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_

MOTHER (Guardian 2) LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_

STUDENT / CHILD LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: BC Postal Code: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Primary E-Mail \*: \_\_\_\_\_

\* This e-mail address will be used for all preschool correspondence

### APPLICATION FEE

A non-refundable Application Fee is due upon registration. \*Waived for families enrolled in K-12.

Payment for Application Fee to be paid by:  Cash  Cheque  Credit Card\*

\* Please enter your credit card information at the bottom of this page.

**\$ 50.00**

Office Use Only: Payer: \_\_\_\_\_ Cash: \_\_\_\_\_ Cheque #: \_\_\_\_\_ Cheque Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

### PRESCHOOL TUITION

Please indicate your one preferred program.

Preferred Program:	Daily Schedule	Duration	Annual Tuition	Monthly Payment
<input type="checkbox"/> 3 Year Olds - 2 Days (Tues, Thurs): Mornings	8:45 am — 11:15 am	2.5 hours	<b>\$ 1,600.00</b>	<b>\$ 160.00</b>
<input type="checkbox"/> 4 Year Olds - 3 Days (Mon, Wed, Fri): Mornings	8:30 am — 11:30 am	3 hours	<b>\$ 2,400.00</b>	<b>\$ 240.00</b>
<input type="checkbox"/> 4 Year Olds - 3 Days (Mon, Wed, Fri): Afternoons	12:30 pm — 3:00 pm	2.5 hours	<b>\$ 2,000.00</b>	<b>\$ 200.00</b>

### PREFERRED PAYMENT METHOD

Choose only one option, please check  box A or B:

**A. Single Annual Payment:** attach a cheque post-dated for August 1st ... OR ... fill in the credit card information below.

Credit Card Type:  VISA or  Master Card Card # \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

Office Use Only: Payer: \_\_\_\_\_ Cheque #: \_\_\_\_\_ Cheque Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

**B. Monthly Pre-Authorized Payments: August 1, 2019 - May 1, 2020**

For option B, please complete the attached KCS Pre-Authorized Debit Agreement.

Credit Card is not an option for the Monthly Pre-Authorized Payments method.

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 \text{Annual Tuition} & & \# \text{ Months} & & \text{Monthly Payment}
 \end{array}$$

### OTHER PAYER INFORMATION

If someone other than the parents/guardians is paying tuition, please provide the following information:

OTHER PAYER LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: BC Postal Code: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Personal E-Mail: \_\_\_\_\_

### IMPORTANT: Required Signatures

All parents/guardians responsible for payment of preschool fees must sign the reverse of this Tuition Contract.

See Over Please



## **GUIDELINES RELATING TO PRESCHOOL TUITION PAYMENTS**

### **We Plan for Families to be With Kelowna Christian Preschool for the Entire School Year:**

Due to the nature of early childhood education, much of the planning required to run an effective preschool must be done on an annual basis. Significant financial commitments are made annually: teacher contracts are signed, curriculum and resources are purchased, programs are developed and a host of other plans are created to function for the entire school year.

As such, by registering your child(ren) at Kelowna Christian Preschool, it is our every hope that you are making a commitment to partner with the preschool for the entire school year. Similarly, for families entering the preschool mid-year, our expectation is that you are committing to partner with the preschool for the remainder of the school year.

Of course, there may be extenuating circumstances and legitimate reasons to withdrawal your child mid-term. In these circumstances, we appreciate receiving at least one month's written notice such that we can proactively invite other families to join Kelowna Christian Preschool and/or make appropriate mid-term adjustments.

### **Key Financial Guidelines:**

**A. Registration Fee:** The non-refundable registration fee is payable at the time of registration to reserve your spot. Given the demand for student placement, a *Preschool Registration Form* and *Tuition Contract* received without payment is considered incomplete. A registration application will be processed only after the registration fee is paid in full. The non-refundable registration fee is separate from and does not form a deposit on any annual or monthly tuition payment due.

**B. Payment Method:** For families choosing to make a *Single Annual Payment*, either by cheque or credit card, the due date is August 1<sup>st</sup>. For the *Monthly Pre-Authorized Payment* method, 1/10<sup>th</sup> of the annual tuition (or other mid-term prorated amount) is due on the first day of each month (August through May). Please provide 10 calendar days' advance notice for any change in banking information.

All cheques submitted should be made payable to:

Kelowna Christian School  
2870 Benvoulin Road  
Kelowna, BC V1W 2E3  
Attention: Accounting Office

**C. Official Child-Care Receipts:** Receipts are made available for preschool tuition paid, and are issued annually late February each year.

**D. Withdrawals:** when a family voluntarily chooses to leave Kelowna Christian Preschool for any reason, it must give at least one full month's (i.e. 30 days) written notice. In lieu of appropriate advance written notice, one month's tuition payment will be due/collected.

**E. Returned Payments:** Accounts will be charged a *Returned Item Fee* of \$30.00 should any payment made by credit card, cheque and/or Pre-Authorized Payment be rejected by the family's financial institution for any reason (i.e. Non Sufficient Funds, Account Closed, etc.).

**F. Compliance:** Inability to comply with any of the above Key Financial Guidelines must be communicated in advance to the school Accounting Office. Ongoing failure to meet the financial obligations of the chosen payment plan may result in the release of the student.

### ***Required Signatures***

*All parents/guardians must sign this Tuition Contract.*

By signing below, I/we **agree to pay Preschool Tuition due** and confirm that I/we have **read, understand, and agree** to abide with the *Key Financial Guidelines* listed above. Further, I/we understand that in order for this registration application to be processed, the *Registration Fee* as well as all *Preferred Payment Method* information and supporting documents must be provided.

Signature of FATHER / Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of MOTHER / Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_



# KELOWNA CHRISTIAN SCHOOL

## PRE-AUTHORIZED DEBIT AGREEMENT

**1. School Family Name:** (LAST NAME, Father / Mother)

**2. Bank Account Holder(s) Information** (Please Print Clearly)

Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Daytime: \_\_\_\_\_ Evenings: \_\_\_\_\_

**3. Bank Account Information** \* Please attach a VOID cheque or Bank Confirmation Form

Branch Transit Number:      (5 digits) Account Type:  Chequing  
(check ✓) or  Savings

Financial Institution Number:    (3 digits)

Bank Account Number:

Financial Institution Name: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

**4. Pre-Authorized Debit (PAD) Details** (Signatures are required by both account owners on joint accounts)

I/we authorize Kelowna Society for Christian Education (operating as Kelowna Christian School) to debit the bank account identified above as per my/our instructions for monthly recurring payments and/or one-time payments from time to time, for payment of tuition and other related fees arising under my/our Kelowna Christian School account. Regular monthly tuition payments for the annual cost of personal education services (amount as calculated on the most current Enrollment Contract), will be debited to my/our account on the 1st day of each month or the next business day.

I/we may revoke this authorization at any time and it will remain in effect until I/we provide Kelowna Christian School written notification of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the school address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

**NOTE: Signatures are required by both account owners on joint accounts**

Signature of Bank Account Holder: \_\_\_\_\_ Signature of Joint Bank Account Holder (if applicable): \_\_\_\_\_

\_\_\_\_\_

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

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