



DUNCAN CHRISTIAN SCHOOL

Building on Faith, Family & Community

Tuition Agreement 2017-2018

I/We _____ intend for our child(ren) to attend DCS
print parent/guardian name(s)

Children's Name	Expected Grade	Children's Name	Expected Grade

Family **Email Address:** _____

I/We have **no previous debt owing** to Duncan Christian School (including under another name).
If you do have an amount owing to the school, the amount owing is \$ _____

TUITION & BUS FEES:

First Nations funding through Band for those living on-reserve

Total Tuition Fee \$ _____

Total Bus Fee Full Time Rider OR Part time (60% of cost) \$ _____

I/we choose to pay our fees using payment option:

#1 Lump sum Dated August 1st or 25th or before \$ _____

#2 Three equal payments Dated 1st or 25th of August, November, February \$ _____

#3 Ten equal payments Beginning the 1st or 25th of August to May (PAD is **25th** only) \$ _____

#4 Twelve equal payments Beginning the 1st or 25th of July to June (PAD is **25th** only) \$ _____

I/We would like the Pre-Authorized debit option on the **25th** of the month and have completed the attached form.

ASSOCIATION MEMBERSHIP:

At present I/we **are members of the Duncan Christian School Association (1979)**
and would like to renew our membership (\$25 annual fee). \$ _____

At present I/we are **NOT members of the Duncan Christian School Association (1979)**.
If interested in membership, please request a Membership package from the Elementary Office.

VOLUNTEER TIME:

In regards to the Volunteer Policy I/We have attached a **Separate postdated cheque (option#1)**
or a Donation cheque (option#2) in the amount of: \$ _____ 250.00

OPTION #1 VOLUNTEER TIME (20 Hours per family or 10 hours for Single parent families) OR
Please write a separate cheque for \$250.00, (single parent families \$125.00) postdated June 25, 2018.

OPTION #2 DONATION OF \$250.00
Please write your cheque for September 25, 2017. **Please write on the cheque memo line "volunteer fee donation"**

I/we will make a commitment to pay tuition as stated on this Tuition Agreement form for each school year in which our children attend DCS. I/We are aware that in case of outstanding tuition past June 30th, DCS will charge an interest rate of 2% per month, per annum. I/We understand that falling in arrears of 3 months or more in tuition will result in student resignation from DCS. All parties that will be helping with the tuition payments are required to sign this agreement and have read and are in agreement with Duncan Christian School's admission/ re-registration policy.

signature (parent/guardian)

date

signature (parent/guardian)

signature (tuition sponsor)

2017 – 2018 DCS Tuition Schedule

Number of Students	Grades Attending	12 Equal Payments (July start)	10 Equal Payments (Aug. start)	3 Equal Payments (Aug, Nov, Feb)	Lump Sum Payment (includes 1.5% discount if paid by Sept. 1)	Annual Tuition Fee
1	Kindergarten (Mon/Wed/Fri)	\$304.00	\$364.80	\$1,216.00	\$3,593.00	\$3,648.00
2	Kindergarten (Mon/Wed/Fri)	\$380.00	\$456.00	\$1,520.00	\$4,492.00	\$4,560.00
1	Elementary (F/T K-7)	\$488.75	\$586.50	\$1,955.00	\$5,777.00	\$5,865.00
2	Elementary	\$608.25	\$729.90	\$2,433.00	\$7,190.00	\$7,299.00
3	Elementary	\$673.50	\$808.20	\$2,694.00	\$7,961.00	\$8,082.00
4	Elementary	\$732.00	\$878.40	\$2,928.00	\$8,652.00	\$8,784.00
2	1-Elementary 1-Secondary	\$695.25	\$834.30	\$2,781.00	\$8,218.00	\$8,343.00
3	2-Elementary 1-Secondary	\$738.50	\$886.20	\$2,954.00	\$8,729.00	\$8,862.00
3	1-Elementary 2-Secondary	\$793.00	\$951.60	\$3,172.00	\$9,373.00	\$9,516.00
1	Secondary	\$630.50	\$756.60	\$2,522.00	\$7,453.00	\$7,566.00
2	Secondary	\$717.00	\$860.40	\$2,868.00	\$8,475.00	\$8,604.00
3	Secondary	\$803.75	\$964.50	\$3,215.00	\$9,500.00	\$9,645.00
Family Maximum		\$825.50	\$990.60	\$3,302.00	\$9,757.00	\$9,906.00

*** Note: Elementary means full time Kindergarten to Grade 7.**

Bus Fees 2017-2018

BUS FEES: Number of children	12 Equal Payments (July start)	10 Equal Payments (Aug. start)	3 Equal Payments	Lump Sum
1 child Part time or One Way	\$83.00	\$99.60	\$332.00	\$996.00
1 full time student	\$138.00	\$165.60	\$552.00	\$1,656.00
2 students(including 1 kindergarten & 1 elementary or secondary)	\$147.50	\$177.00	\$590.00	\$1,770.00
3 students or more (including 1 kindergarten & 2 elem. and/or secondary)	\$156.50	\$187.80	\$626.00	\$1,878.00

***Note: One way riders receive a 40% discount.**

Please turn page over for tuition payment options.



Tuition Agreement 2017-2018

As a Christian community we must do our utmost to ensure that we are faithful stewards in all we do. This is also true in the area of finances. As overseers, the board requests that you prayerfully consider your responsibilities in this area. In order for the school to operate most efficiently and economically, it needs to be able to count on the committed obligations that will be coming in. This will enable DCS to remain standing on good financial footings throughout the entire year.

TUITION PAYMENT OPTIONS

In addition to writing cheques for tuition payments, parents have the option of paying by Pre-Authorized Debit. It is simple and easy to use – no more writing cheques! Just fill in the attached Pre-Authorized Debit form. On this form you will be selecting to pay monthly on the **25th (only)**, indicating the amount to debit, and signing it to give the school authority to debit your bank account. If you select 'Yes' for "Top-Ups" then you won't have to fill in the form each year unless there are changes in accounts or dates. You would then also select 'Variable Amount'. Return the form with an attached 'Void' cheque.

Please note that the bookkeeper is required by the bank to process the debits three banking days before the scheduled payment. If you need to stop a payment, please let the bookkeeper know at least **FOUR** days before the scheduled debit. When the 25th of the month falls on a non-banking day (Saturday, Sunday or holidays), your bank account will be debited on the next business day. (For example, if the 25th is a holiday and it is on a Saturday then the debit would be processed on the Tuesday because the bank would be closed on the Monday). During school holidays there may be small delays in debiting accounts.

Contact the bookkeeper by email sgreen@duncanchristian.com or phone at the school 746-3654 (prompt #4) for more information.

TUITION TAX BENEFIT

A portion of tuition paid from January to December may be classified as a charitable donation and used on your personal income tax return. This is depending on how much tuition a family pays, how many children each family has attending DCS and for how many months they attended school during a calendar year (January to June and September to December). Another factor is what the 'cost per student' is, which is the non-taxable deductible portion. The 'cost per student' changes from year to year and is determined by a government approved formula created with our partners at the Society of Christian Schools in BC (SCSBC).

Tax receipts are issued at the end of February, each year, and are available for pickup from the elementary school office. If you have any questions, please contact the bookkeeper.

NSF CHEQUES

There will be a **\$25.00 fee** charged on all NSF cheques. In case of outstanding tuition, we will charge an interest rate of 2% per month. Failure to meet financial obligations of 3 months or more will result in student resignation from DCS.



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Required Information for the Pre-authorized Debit 17/18

PAYOR'S ACKNOWLEDGEMENT

The undersigned Payor(s), (each) being a Payor that is **not** one and the same as the Payee (DCS) that issued this Payee Letter of Undertaking, hereby acknowledges the provisions of this Payee Letter of Undertaking and confirms to the Bank that it has authorized the Payee to issue cash management debits in relation to the Payor(s)'s account(s) with a Processing Member. The Payor further acknowledges that in the event of any dispute, no recourse will be provided through the clearing system and the Payor must address any such disputes directly with the Payee.

This Acknowledgement may be cancelled or revoked at any time upon notice being provided to the Payee either in writing or orally.

Please provide a 'voided' cheque or a preauthorized payment form from your bank, drawn on the account you wish to have your funds debited out of. We require the following information:

Payor Financial Institution Information (Please print clearly)

Branch Number (5 digits): _____

Institution Number (3 digits): _____

Payor Account Number (as typed on cheque): _____

Name of Payor Financial Institution: _____

Branch Address: _____

City & Province: _____

Postal Code: _____

Payment Information (Please type or print clearly)

Please specify whether the payment is a:
(Please check one)

- Fixed Amount: (Please specify) _____
- Variable Amount: If variable, please specify whether there is a maximum amount or indicate N/A if there is no maximum amount: _____

Occurring: on the **25th of the month**

- Set intervals:
Please specify the timing (**starting month**) _____

Are top-ups or adjustments permissible?
(Please check one)

- Yes
- No

Print Name

Signature

Date