

QUEEN MARGARET'S SCHOOL

QMS

**Junior School Day Students  
Grades Kindergarten to 7**

**2018-2019**

**APPLICATION & TUITION  
Information Booklet**



# APPLICATION PROCESS

---

The following Application Checklist is provided to guide you through the application process.

Please feel welcome to connect with us at [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca) for assistance with this process.

## 1. The Application Checklist

Please ensure that all required forms and documentation listed below are emailed to [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca) or faxed to (250) 746-4187.

**Application documents required before applications will be reviewed are:**

- QMS Admission Application Form** - Completed in full by the Parent/Guardian. This form must include agency details (if applicable) and credit card information for the application fee.
- QMS Student Questionnaire** - Completed by the student in their own words.
- QMS Teacher Reference Form** - Completed by a current teacher who knows the student well and submitted directly to [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca).
- QMS Equestrian Application Form (OPTIONAL)** - Completed by Parent/Guardian or student IF the student will be participating in the equestrian program.
- Report Cards (School Transcripts)** - A COPY of the most recent report from the current school year AND the school year-end report from the previous year.
- Birth Certificate** - A COPY of the student's birth certificate (for Canadian citizens only).
- Citizenship Document** - A COPY of the student's passport for international students, and Landed Immigrant or Permanent Resident documentation for parents and student if applicable (Landed Immigrant/Permanent Resident documentation must be provided to qualify for Canadian/US/ BC Five-Day Boarding fees).
- Photograph** - A clear, colour, close-up digital photograph of the student.

- *Incomplete application forms or missing documentation will delay the admissions process.*
- *Applications are assessed in the order in which they are received.*
- *Families are encouraged to apply early as some classes fill quickly.*

## 2. The Admissions Interview

Once the Admissions team has reviewed the completed application, the student's parent or agent will be contacted to schedule an interview with the student. This will take place in person, by phone, on-line, or using another method that is convenient for the family. For international students, assessment of English proficiency may be required.

## 3. The Admissions Decision

Our Admissions department will notify all applicants of their decision when assessment has been successfully completed. All applications are subject to available space.

## 4. Registration

If accepted, a place is reserved for each student upon the return of a completed QMS Registration Agreement **and** the appropriate non-refundable deposit.

---

### Visas for International Students

*Students who do not possess Canadian or US citizenship **must arrive** at the school with a Student Visa and a passport that is valid for the duration of their school year. For most students, this will be through June of the following year.*

Upon receipt of the Registration Agreement and payment of deposit, QMS will issue a LETTER OF ACCEPTANCE and notarized CUSTODIANSHIP DOCUMENT. Please note visas can take up to 12 weeks to process.

# 2018 - 2019 TUITION & FEE INFORMATION

## ANNUAL TUITION FEES FOR DAY STUDENTS

Grade	Annual Tuition Fees	Included in Tuition Fees	Payment Schedule
Grades Kindergarten – 3	\$12,665	<ul style="list-style-type: none"> <li>New Enrolment Fee \$500</li> <li>Tuition Insurance \$300</li> <li>Campus Renewal Fee \$350</li> </ul>	\$1,150 non-refundable deposit due upon acceptance
Grades 4 – 5	\$12,815	<ul style="list-style-type: none"> <li>Junior School Activity Fee: Grades Kindergarten – 3 \$200 Grades 4 - 7 \$350</li> </ul>	1.5% discount if tuition balance received by August 1, 2018
Grades 6 – 7	\$14,065	<ul style="list-style-type: none"> <li>Hot Lunch Program \$565</li> <li>Textbook rental</li> <li>QMS Society Membership</li> </ul>	<b>OR</b> monthly payments August 1, 2018 to May 1, 2019
Additional Costs <b>Not</b> Included in Tuition Above:	\$150 Application Fee (non-refundable at time of application) \$800 - \$1000 Uniform (estimated cost for required items)  <u>Optional Bus Service:</u> \$1850 Nanaimo \$1800 Ladysmith, Mill Bay, Cobble Hill, Shawnigan Lake \$1500 Maple Bay, Chemainus, Crofton, Salt Spring Island		
❖ English Language Learner Program	\$6,350 - Junior School	<i>Required, as determined by the application assessment and confirmed upon arrival.</i>	

- ❖ An **English Language Learner (ELL) Program** is provided to students with emerging skills in English reading, writing, speaking, and listening. It is a required program if the need is determined during the assessment process.

## SIBLING DISCOUNT FOR CONCURRENTLY ENROLLED STUDENTS

- Families with two children enrolled receive a 20% discount on the younger child's tuition.
- Families with three children enrolled receive a 20% discount on the second child's tuition and a 30% discount on the youngest child's tuition.
- Families with four or more children enrolled receive an additional 50% discount on the fourth and subsequent child's tuition.
- Please note that children registered in our Preschool program are not eligible for the sibling discount.

## REGISTRATION PROCESS

- A welcome letter, registration agreement and summary of fees will be sent upon acceptance.
- Your child's enrolment is confirmed with the return of a **\$1150 non-refundable deposit** and a signed **Registration Agreement**. These are both required to confirm your child's place at QMS.
- The non-refundable deposit is credited toward your fees for the year.

## EQUESTRIAN PROGRAM (optional for Grades 4-12)

- An optional on-campus riding program is available to students entering Grades 4 through 12.
- Opportunities to ride once to several times per week are available for novice to experienced riders.
- Students may bring their horse or lease a horse at some program levels.
- Riding Deposits (Deposit confirms riding/boarding/leasing only. See Equestrian booklet for additional costs):

**Riding Program Non-Refundable Deposit:** \$250

**Horse Boarding or Leasing Non-Refundable Deposit:** \$500

*It is important to review the Equestrian Information Booklet and Equestrian Handbook for program options and costs.*

# 2018 - 2019 FINANCIAL INFORMATION

---

## **PAYMENT OPTIONS**

Tuition payments may be made by Canadian e-transfer, Canadian or US cash or money order, cheque, bank wire transfer, Pay My Tuition ([www.paymytuition.com](http://www.paymytuition.com)), FLYWIRE ([www.qms.flywire.com](http://www.qms.flywire.com)), or credit card. Please note that credit card tuition payments will be charged a 3% transaction fee.

## **MONTHLY PAYMENT PLAN**

Monthly tuition fee payments must be paid by pre-authorized debit or post-dated cheques. Payments are made in ten equal instalments at the beginning of each month from August 1, 2018 to May 1, 2019 inclusive.

## **TUITION ASSISTANCE**

The School recognizes that tuition and expenses can stretch a family's budget. Our Tuition Assistance Program was created to make a QMS education accessible to more families.

Tuition assistance is awarded to help bridge the gap between QMS school fees and what a family is able to pay. Families *may* receive up to 40% of tuition, based upon determined financial need.

All applications are held in confidence and application information will not be released to other areas of the School. We encourage families to apply early in the application process. A tuition assistance application will be provided upon request.

*Please connect with our Admissions team at [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca) or your agency representative if you have questions regarding the application process.*

*Thank you for your interest in our Queen Margaret's School community.*

# Connect at QMS

**[admissions@qms.bc.ca](mailto:admissions@qms.bc.ca)**

Tel: 250 746-4185 | Fax: 250 746-4187

660 Brownsey Avenue  
Duncan, British Columbia, Canada V9L 1C2

**[www.qms.bc.ca](http://www.qms.bc.ca)**