

QUEEN MARGARET'S SCHOOL

QMS

Information Booklet
Boarding Students
Grades 6-12
2017-2018

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





Welcome to Queen Margaret's School (QMS)

Come and be part of a 95-year tradition of girls' education that is built on academic excellence, athletic participation, fine arts accomplishments and service to community. Our roots are humble, but our accomplishments are well recognized. Our Grade 12 students graduate with more Sciences, Mathematics and other university-preparatory courses, and with higher performance marks than the provincial average. Our graduates are accepted to the finest universities in Canada, the U.S. and abroad.

QMS teachers are exceptional and completely committed to creating an environment where your daughter will flourish. They are familiar with how girls learn best and encourage each student to meet their goals. Our school is a member of the National Coalition of Girls Schools, which means we are part of a network of girls' schools across North America enabling us to access research, share information and learn from each other on the best possible education for girls.

In the last several years we have marked the opening of a new indoor riding arena, Rowantree Hall (our Science and Technology building for senior students) and most recently, The Learning Centre for our Intermediate grades. It is a very exciting time to be at Queen Margaret's School.

On behalf of our faculty and staff and the Board of Governors of Queen Margaret's School, we extend a welcome to you and your family. In choosing our Senior School, your daughter will discover space to thrive, and the opportunity to discover and utilize her full potential. The benefits will last a lifetime.

Sincerely,

A handwritten signature in black ink that reads 'W. Jamieson'.

Mrs. Wilma Jamieson
Head of School



Application Checklist

In order to assist you with the application process, please review all of the information on this page. Please ensure that all required forms and documentation listed below are emailed to admissions@qms.bc.ca OR faxed to (250) 746-4187 OR mailed to Queen Margaret's School, 660 Brownsey Avenue, Duncan, BC Canada V9L 1C2.

Application documents required:

- QMS Admission Application Form** - To be completed in full by the Parent/Guardian. This form must include agency details (if applicable) and credit card information for the application and assessment fees.
- QMS Student Questionnaire** - To be completed by the student in their own words and in their own handwriting.
- QMS Teacher Reference Form** - To be completed by a current teacher who knows the student well and returned directly to admissions@qms.bc.ca.
- QMS Equestrian Application Form (OPTIONAL)** - To be completed by Parent/Guardian 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 year-end report for the previous school year. If both year's reports are not available, please offer an explanation or supplemental education documentation for this period of time.
- Birth Certificate** - A COPY of the student's birth certificate.
- Citizenship Document** - A COPY of a citizenship document (passport or landed immigrant papers, if applicable).
- Photograph** - A clear, colour, close-up photograph of the student. Digital images are preferred. No selfies please. We also welcome additional photos of the student with their families and pets.

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.

The Admissions Interview

Parents will be contacted to schedule an interview between the student and one of our Admissions team. This will take place in person, via phone, Skype, Facetime or other method that is convenient for the family. For international students, further assessment of English language proficiency may be requested.

The student's interests and questions are important to us. Students are encouraged to prepare a list of questions to ensure that we address the issues most important to them.

Admissions Decisions

The Admissions Office will notify all applicants of its decision upon receipt of all application materials above, and when assessment has been successfully completed. All applications are subject to admissions assessment and available space.

Registration

A place is reserved for each student after acceptance and upon the return of a completed QMS Registration Agreement, along with the appropriate non-refundable deposit.

Visas for International Students

Upon acceptance and payment of fees, the school will issue a Letter of Acceptance needed to obtain the student's visa. This Letter, along with the visa application, must be taken to your nearest Canadian Consulate or Embassy. Visas can take up to 12 weeks to process, so early payment of fees and visa application are recommended.

*Students who do not possess Canadian or US citizenship **must** arrive at the school with a valid Student Visa.*

If the school has received full payment and a student is subsequently refused permission to enter Canada by Canadian Immigration authorities, all fees, with the exception of the application fee, will be returned. In this event, a copy of the Immigration Canada letter of decision must be sent to the school immediately in order to initiate the refund of fees.



2017 - 2018 Tuition and Fee Information

BOARDING STUDENTS

Area of Residence	Annual Fees	Deposit & Payment Due Date	Monthly Payment Plan
BC Residents – 5-day only (Home for the Weekend)	\$39,200	\$10,000 due upon acceptance plus final payment due by August 1 or monthly payments August 1, 2017 - May 1, 2018	\$2,955
Canadian & US Residents	\$45,600		\$3,595
International Residents (Regular English Program)	\$53,600	50% of fees due upon acceptance & final payment by August 1, 2017	Not Available
English Language Learner Program Senior School Junior School	\$7,600 \$6,350	50% of fees due upon acceptance & final payment by August 1, 2017	Not Available

Tuition & Boarding Fees include: *tuition, meals and accommodation, textbook rental, laundry, outdoor education fee, tuition insurance, campus renewal fee, QMS society membership, community building activities, new enrolment fee and custodianship*.*

** International students only. For the Glossary of Fees, please review pages 5-6 of this Application & Fee Guide.*

Non Refundable Deposit: Due at the time of acceptance to hold your daughter's space at QMS.
This deposit is credited towards your fees for the year.

- 1) \$10,000 Non-refundable deposit is required for new Canadian and US boarding students.
- 2) 50% of tuition is required for International boarding students as a non-refundable deposit.
- 3) Equestrian Riders: \$250 non-refundable deposit for all programs; \$500 deposit for horse leasing or boarding.

OTHER COSTS FOR NEW BOARDING STUDENTS

- 1) **Non-refundable Application Fee:** a non refundable application fee of \$250 is due at the time of application.
- 2) **Boarding Expense Fund:** A credit card on file or \$4,500 deposit is due upon arrival in September. The Boarding Expense Fund is a credit on file that is used for miscellaneous school shop purchases, weekly pocket money and sundry small trips and expenses. Parents are encouraged to set monthly spending limits, and will receive monthly statements. This fund is not intended to cover any other large items such as the mid-term break trips, ski trips, initial uniform purchase, equestrian program expenses or other large expenditures. These larger expenses require parental permission.
- 3) **Residence Activity Club:** All boarding students in grades 6 - 9 must participate in our Residence Activity Club. The cost of this club is \$450 per school year and will be added to the fees noted above.
- 4) **Medical Coverage:** All out-of-country students must enrol in the medical coverage arranged by the school. The premium for this is established by the insurance company and the BC Provincial Health Ministry and is estimated to be approximately \$800 for 10 months. This will be added to the fees noted above.
- 5) **Uniform:** Uniform items, including Centennial (formal) and casual uniform, athletic uniform, equestrian uniform (if required) and several optional items, are available at the School Shop located in Founders' Hall on campus. Uniform expenses are in addition to school fees and are estimated to be approximately \$1,100.



2017 - 2018 Tuition and Fee Information

EQUESTRIAN PROGRAM *for students entering Grades 4 to 12 (Optional Program)*

Queen Margaret's School offers an optional program of on-campus riding lessons during our weekly school timetable, after school and on weekends to novice through highly competitive riders.

Each student applying to the program is assessed based upon their prior riding and horse handling experience, their abilities in the saddle and on the ground, and their competition history (if any). Each rider will be assigned to a program defined by the Equine Canada Rider Levels that best suits their riding ability, goals and safety. Riding, horsemanship and theory lessons are offered to serve recreational riders, serious competitors and those interested in equine-related careers.

Students may ride a school horse for lessons, bring their horse to school, or lease a horse to serve their riding and competition goals.

Costs for riding are subject to the applicant's choice of program, the number of riding lessons per term, and if they choose to board or lease a horse. Riding expenses are in addition to school tuition or student boarding costs.

To apply to the QMS Equestrian Program, please send a request for an **Equestrian Program & Fee Guide** and an **Equestrian Application** form to admissions@qms.bc.ca. Please note that a one to two minute video of the student in a riding lesson (if they are currently riding) will be requested as part of the equestrian application.

Student enrolment in Queen Margaret's School does not imply enrolment in the Equestrian Program. Students are encouraged to register for the optional riding program early as available space may be limited in some grades.

ENGLISH LANGUAGE LEARNER (ELL) PROGRAM

An English Language Learner (ELL) Program is provided to students entering Grades 6 through Grade 10 who have emerging skills in English reading, writing, speaking and listening. Enrolment in the ELL Program will be determined based upon Admission assessment and confirmed upon arrival. ELL students will attend regular classes in English with additional language and content support in the classroom. English Language Development class time may also be assigned based upon the individual student's needs. ELL cost is in addition to tuition. Annual cost for ELL in Grades 8 to 10 is \$7600 and in Grades 6 and 7 is \$6350.

GLOSSARY OF FEES (included in Tuition & Boarding Fees)

- 1) **\$650 Tuition Insurance:** Tuition Insurance is a program which provides protection for the parents and the School if, for any reason, a student does not complete the school year. Commitments for salaries and maintenance are incurred on an annual basis; the absence, dismissal or withdrawal of a student does not reduce these operating expenses. Parents should fully understand their annual financial obligation for tuition and other fees. For detailed Tuition Insurance Information, please refer to our website or handbook, or contact our Director of Finance or Admissions Office. The fee for tuition insurance has already been included in the annual fee calculation.
- 2) **\$1000 New Enrolment Fee:** This fee supports the expansion of the school's learning resources, and registers your child in the school.
- 3) **\$1000 Campus Renewal Fee:** This fee assists the school in the continual renewal and refurbishment of buildings and property.
- 4) **QMS Society Membership:** One membership to the QMS Society is included which entitles one parent to vote at the annual AGM.
- 5) **\$550 Outdoor Education Fee:** All students participate in an exceptional outdoor education experience off campus that builds confidence and broadens horizons.
- 6) **\$450 Community Building Activities:** All boarding students participate in fun and engaging activities throughout the school year, connecting students with Residence staff and creating opportunities for friendships with students across grades. These activities help students feel connected, valued and a part of their new home.



2017 - 2018 Financial Information

MONTHLY PAYMENT PLAN

A monthly payment plan is available for tuition fees for Canadian and US Boarders. Monthly tuition fee payments must be paid by pre-authorized debit or post-dated cheques. Payments are made in 10 equal instalments at the beginning of each month from August 1 to May 1 inclusive. Included in the monthly fee calculation is a \$35 monthly service fee. Our accounting department will provide you details for enrolling in the monthly payment plan following your completed registration.

STATEMENT OF ACCOUNT

A monthly statement of account will be issued to parents via email or mail. Payment terms are 30 days (2% interest charged thereafter, compounded annually).

PAYMENT OPTIONS

Queen Margaret's School accepts the following forms of payment:

- i) Canadian or US cash, cheque or money order
- ii) Canadian e-transfer
- iii) Credit card (VISA, MC, AMEX) for additional fees over and above tuition & boarding amounts *(for tuition payment by credit card, an additional 3% convenience fee will be charged)*
- iv) Flywire: www.qms.flywire.com. Flywire is a convenient, secure international payment method
- iv) Direct wire transfer to:

BMO Bank of Montreal

21 Station Street, Duncan, British Columbia, Canada V9L 1M2

Bank # 001, Transit # 07080, Swift Code: BOFMCAM2, ABA # 026005092

Account # 1069-174 (Queen Margaret's School)

Please ensure your daughter's name is listed under the details of payment.

RESPONSIBILITY FOR PAYMENT

A Registration/Financial Agreement Form, a contract of obligation, must be signed annually by all parties responsible for the student's fees and returned with the registration deposit before the first day of school. Accounts falling in arrears may jeopardize the student's ongoing enrolment.

Notes on Fee Information:

- 1) A \$600 discount applies to full payment of fees received by **August 1** for Canadian and US Boarders.
- 2) Families with two children concurrently enrolled will receive a 20% discount off the tuition of the younger child. A 30% discount off the tuition applies to the 3rd child and a 50% discount for the fourth and subsequent children in the lowest grades. The sibling discount applies to the tuition portion of boarding fees only. No sibling discount is offered for students in our Preschool Program.
- 3) Five-Day Boarders arrive on campus Sunday afternoon and return home Friday after class. Please contact Admissions for more information on this program.
- 4) To change status from Boarding to Day, the student will be required to fully re-apply for a position as a day student. Notification for change of status for the following school year must be received by March 1st. The decision on change of status will be decided upon in consultation with the Head of School and Director of Admissions. Each decision will be made on a case by case basis. A student who applies and is approved as a day student **MUST** reside with her parent or legal guardian. (Short term home stays over school calendar breaks are an exception to this policy.)
- 5) Queen Margaret's School does not offer a Homestay program (With exception of QMS organized home stays over school calendar breaks when the residence is closed). Please note: Students attending Queen Margaret's School on a study permit in Grades 6-12 are not permitted to attend as day students and must reside in our residence.



2017- 2018 Financial Assistance

The School recognizes that tuition and expenses can stretch a family's budget. Our Bursary Program was created to support our families by helping fund tuition for day and North American Boarding students. It helps approximately 30% of current students and their families each year.

BURSARIES

Bursaries are awarded on the basis of financial need, rather than academic standing. Every year, funds are set aside to support families who need help to bridge the gap between school fees and what their family is able to pay. Families who have completed a bursary application and have qualified for financial assistance may receive up to 40% of tuition, based upon determined financial need.

Bursary awards are to assist with tuition and boarding fees only. Bursaries are not available to fund other student expenses or equestrian activities with the exception of LTR1. Any awarded amounts will be reduced by the amount of any equestrian fees (in excess of the LTR1 fees) for students enrolled in the riding program.

The Application for Financial Assistance Form is a written financial declaration, available through the Admissions Office, and submitted to Julie Scurr, Director of Finance. All applications are held in confidence and application information will not be released to other areas of the School. There is no specific deadline for bursary applications, however we do encourage families to apply early.

SCHOLARSHIPS

QMS Scholarships are awarded annually based upon scholastic merit to day and boarding students entering Grades 8 through 12 who are achieving in the "A" Honours range.

Scholarships are awarded on the basis of academics, personal and scholastic references and a personal interview.

Please contact the Admissions Office at 250-746-4185 or email admissions@qms.bc.ca for more details on scholarship opportunities.



Engage at QMS

QUEEN MARGARET'S SCHOOL

QMS

admissions@qms.bc.ca

T 250 746-4185 | F 250 746-4187

www.qms.bc.ca

