

QUEEN MARGARET'S SCHOOL

QMS

Information Booklet

**Senior School Day Students**

**Grades 8-12**

**2017-2018**

**[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)**





## 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 collective 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

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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](mailto: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](mailto: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 required.

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

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

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.

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

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## ANNUAL TUITION FEES

Grade	Annual Tuition Fees	Deposit & Payment Due Date
Grades 8-9	\$12,000	Discount for full payment received by August 1st, 2017—1.5% OR/ Ten (10) monthly payments from August 1, 2017—May 1, 2018
Grades 10-12	\$14,525	

**Annual Fees include:** tuition, textbook rental and a QMS society membership which entitles one parent to vote at the QMS Annual AGM.

## NON-REFUNDABLE DEPOSIT TO REGISTER A NEW STUDENT AT QMS

- **New Student enrolment is confirmed with a \$1,150 non-refundable deposit and a signed Registration Agreement (provided at the time of acceptance).** A deposit is due at the time of acceptance to hold your child's place at QMS.
- This deposit is credited to your account and applies towards the annual Tuition Insurance, Campus Renewal and new Enrolment Fee.

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

Queen Margaret's School offers an optional program of on-campus riding lessons and equine theory 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](mailto: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

A Senior School English Language Learner (ELL) Program is provided to students entering Grades 8 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. Annual cost for ELL in Grades 8 to 10 is \$7600.



# 2017-2018 Tuition and Fee Information

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## OTHER COSTS FOR NEW STUDENTS NOT COVERED IN TUITION

- 1) **\$250 Non-refundable Application Fee.** Due at the time of application.
- 2) **\$500 New Enrolment Fee.** This applies only to your child's first year of enrolment at Queen Margaret's School. This fee formally registers your child as a QMS student and is included in the non-refundable deposit noted on the previous page.
- 3) **\$535 Hot Lunch Fee.** Our mandatory Hot Lunch Program provides all students with daily nutritious lunches and snacks. Students enjoy a buffet meal that includes a variety of hot and cold selections.
- 4) **\$550 Outdoor Education Fee**  
All students participate in exceptional outdoor education and field trips that increase confidence and build leadership skills.
- 5) **\$300 Tuition Insurance Fee.** Tuition Insurance provides protection for parents if, for any reason, a student does not complete the school year. Each student is registered for the full school year. This fee provides conditional refund coverage to parents if their child does not complete their school year at QMS. Parents should fully understand their annual financial obligation for tuition and other fees. Details of the Tuition Refund Plan are provided with the acceptance package and are available from the Finance Department at [accounting@qms.bc.ca](mailto:accounting@qms.bc.ca).
- 6) **\$350 Campus Renewal Fee.** As tuition only covers the annual operating costs of the school and its programs, this fee assists QMS in the continual renewal and refurbishment of buildings and property.
- 7) **Uniform Costs.** Required uniform items for Centennial (formal) and casual days, athletics, and optional equestrian program are available at the on-campus School Shop along with other optional items. Expenses for uniform items are in addition to school fees. The cost for a complete new uniform is estimated to be \$1,100. Used uniform items are available through our Unicycler Shop.
- 8) **Bus Service (If applicable)**
  - a) Ladysmith \$1,800/year
  - b) Nanaimo \$1,850/year
  - c) Maple Bay \$1500/year
  - d) Chemainus/Crofton/Salt Spring Island \$1,500/year
  - e) Mill Bay/Cobble Hill/Shawnigan Lake \$1,800/year

Please note that second and subsequent siblings receive a 50% reduction in busing fees.

## TUITION DISCOUNTS FOR FULL PAYMENT & SIBLINGS

1. **Pre-Payment Discount.** A 1.5% of tuition discount (net of bursaries, scholarships or discounts) will apply to your child's tuition fees if full payment is received by **August 1, 2017**.
2. **Sibling Discount.** Queen Margaret's School understands the value of having children together in the same school. Our sibling discount is one of the most generous that exists among Canadian independent schools.
  - a) **Families with two children** concurrently enrolled at QMS will receive a 20% discount on the younger child's tuition.
  - b) **Families with three children** concurrently enrolled will receive a 20% discount on the second child's tuition and a 30% discount on the youngest child's tuition.
  - c) **Families with four or more children** concurrently enrolled will receive the above discounts, with an additional 50% discount for the fourth and subsequent children.
  - d) **Children registered in our Preschool (3 year old) Program** are not eligible for the sibling discount.



# 2017-2018 Financial Information

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## MONTHLY PAYMENT PLAN

A monthly payment plan is available for day student tuition fees. Ten equal payments are due at the beginning of each month, **August 1, 2017—May 1, 2018** inclusive.

Included in the fee calculation is a \$35 monthly service fee (service fee applies to each family, not per child).

Our Finance Department will provide details to parents on how to enroll in the monthly payment plan following receipt of a 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, debit or money order
- ii) Canadian e-transfer
- iii) Credit card (VISA, MC, AMEX) *Tuition payments made by credit card are subject to an additional 3% service fee charge*
- iv) Flywire: [www.qms.flywire.com](http://www.qms.flywire.com). Flywire is a convenient, secure international payment method
- v) 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)

Bank Transfer: ***Please ensure your child's name is listed in the details of payment section***

## RESPONSIBILITY FOR PAYMENT

Our Annual Registration Agreement is a contract of obligation for the full school year and we require that it be signed annually by all parties responsible for the student's fees. This contract will be distributed to the parents/guardians at the time of acceptance and during the re-registration period each year thereafter.

The Annual Registration Agreement must be returned with the registration deposit before the student arrives/returns to school each year.

A student's ongoing enrolment may be jeopardized if a family's school account falls into arrears.

The BC Provincial Government currently provides an annual grant to the School for qualifying BC students. The tuition fees stated in this guide include the grant. Parents should be aware that if the amount of the grant, as determined by the BC Government, should change, the QMS may have to adjust tuition without notice.

- i) To qualify as a BC student, the parent or legal guardian\* of the student must be a Canadian Citizen, Landed Immigrant or otherwise legally admitted to Canada; and reside in BC at least six (6) months per year. (*\*A legal guardian is a court appointed guardian under the Family Relations Act of BC.*)
- ii) If the student does not qualify as a BC student, then the amount of the grant will be added to the tuition.
- iii) Please indicate at time of application if the student is First Nation and living on reserve.



# 2017-2018 Financial Assistance

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## FINANCIAL ASSISTANCE PROGRAM

We recognize that tuition fees and other expenses can stretch a family's budget. Our Financial Assistance Program was created to help families bridge the gap between their tuition costs and financial resources.

Our Financial Assistance Program provides bursaries to approximately 30% of current students and their families each year.

Bursaries are awarded on the basis of financial need, rather than academic standing.

During the review process, our Finance Department takes into consideration a family's income *and* expenses. 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 funds are allocated to support learning through the subsidy of tuition only. Bursaries cannot be used to fund other student expenses or equestrian activities\* (with the exception of our Learn to Ride 1 and Equestrian 1 Program).

*\*The award amount will be reduced by the amount of these other fees.*

## BURSARY APPLICATION PROCESS

The Application for Financial Assistance form is a written financial declaration, available through the Admissions Office and submitted directly to the Director of Finance & Operations.

All applications are held in confidence and application information will not be released to other areas of the School.

Families interested in obtaining financial assistance are encouraged to submit the completed form along with their official application package to QMS. We encourage families to apply in early spring each year.

## BURSARY RENEWAL PROCESS

Financial assistance is offered on a yearly basis and must be reapplied for **each** school year it is required.

Questions may be directed in confidence to Julie Scurr, Director of Finance & Operations at [jscurr@qms.bc.ca](mailto:jscurr@qms.bc.ca).



Connect at QMS

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