

2018-2019

QMS ANNUAL REGISTRATION CONTRACT

RETURNING DAY STUDENTS *(One per family)*

QUEEN MARGARET'S SCHOOL



Student Name: _____ Entering Grade: _____

Student Name: _____ Entering Grade: _____

Student Name: _____ Entering Grade: _____

Between: **QUEEN MARGARET'S SCHOOL** hereinafter called *the School*,

And: _____

Parent/Guardian 1 Last Name

Parent/Guardian 1 Given Name

Parent/Guardian 2 Last Name

Parent/Guardian 2 Given Name

Address: _____

Parent/Guardian 1 Email: _____ Parent/Guardian 1 Cell phone: _____

Parent/Guardian 2 Email: _____ Parent/Guardian 2 Cell phone: _____

In consideration of **Queen Margaret's School** accepting the named student(s) for enrolment, **I/we enclose** the non-refundable **Student Deposit of \$650 (per day student)**. I understand that this non-refundable deposit holds my child(ren)'s space at QMS and is credited towards my fees for the year. For students who wish to participate in our Equestrian program a non-refundable deposit of **\$250 per student** is required. For students wanting to board or lease a horse an additional deposit of **\$500 per student is required**. This deposit will be refunded only if boarding/leasing is not available. (Please see the Equestrian Program & Fee Guide for more details of this optional program).

BUS PROGRAM *(optional)* Please check the appropriate box below. All routes are subject to bus program enrolment.

Nanaimo/Ladysmith Maple Bay Chemainus/Crofton/Salt Spring Island Cobble Hill/Shawnigan Lake/Mill Bay

Queen Margaret's School must receive the completed Annual Registration Contract and non-refundable registration deposit(s) by **FRIDAY, FEBRUARY 16, 2018** to register each student for the 2018-2019 school year. After this date, classroom and program space will be offered to both new and returning students. Please email completed forms to admissions@qms.bc.ca.

TERMS OF CONTRACT

1. I/we accept the responsibility for and jointly and severally promise to pay the school account for the full year. This amount includes tuition fees, school and incidental expenses, and any other charges incurred by or on behalf of the student while attending Queen Margaret's School.
2. Payment of the annual fee, less any scholarships or allowances awarded or permitted by the School, shall be made either in advance or by installment as arranged with the Financial Office. No reduction in fees or allowances will be made for the student's temporary absence, withdrawal or dismissal except in accordance with the Tuition Refund Plan, a copy of which is enclosed and forms part of this agreement. Any extra expenses as described in paragraphs 4 and 5 (below) remain payable.
3. Where I/we elect (subject always to the approval of the Financial Office) to pay fees and expenses in ten (10) monthly payments, I/we agree to make payments commencing August 1, 2018, continuing through to and including payment on May 1, 2019. I/We understand that our child(ren) will not be able to begin classes in September unless pre-authorized payment arrangements have been made or postdated cheques have been provided to the Accounting Department.



4. It is the unconditional obligation of the parent, guardian or others accepting financial responsibility to pay the annual tuition fees and all school expenses for the full school year. Payment by monthly installments does not constitute a fractional contract. If arrangements for payment by installment have been made, and the installation payments are in arrears, or there has been failure to pay when due, the entire Annual Fee will become immediately due and payable. A child may be refused admission to classes if accounts are in arrears.
5. Extra expenses incurred by the student shall be paid within fifteen (15) days of the issue of the statement of account. If the school has automatic credit card charging instructions on file, the credit card will be charged within 5-10 business days of the issue of the statement.
6. If accounts are in arrears in June 2019, student report card(s) and transcripts may not be released. Should the school use the services of a lawyer and/or a collection agency to collect monies overdue, or to otherwise enforce the terms of this Agreement, I/we agree to pay the school for such services.
7. Any unpaid balance on the account shall be assessed compound interest at the rate of 2% per month (26.9% per annum). Any payment received shall be applied against the oldest outstanding invoice first.
8. This agreement does not imply an obligation of continued enrolment. Enrolment may be terminated at any point in the school year when the school deems that the academic, emotional or social needs of the child cannot be reasonably met by the school. In such an instance, any part of the Annual Fee then unpaid and any extra expenses owing are due and payable immediately. A partial credit may be given as determined by the Tuition Refund Plan.
9. The school expects the Parents/Guardians and their child to be mutually respectful and positive members of the school community. If this is not possible, the school may require their child to leave the school. The decision of the school in this regard is final. Where a student is dismissed, any part of the Annual Fee then unpaid and any extra expenses owing are due and payable immediately. A partial credit may be given as determined by the Tuition Refund Plan.
10. This Agreement and its application and interpretation shall be governed by the laws of the Province of British Columbia.
11. The parties agree that from the date that the student arrives at the school for the academic year, the student and parents/guardians shall be subject to all school rules and regulations. The parties agree that the school has the right to require withdrawal of the student if the student's academic achievement or behaviour does not conform to the Code of Conduct or other standards set out by the school's administration, as determined by the school in its sole discretion. In such a case, the undersigned shall remain obligated for the full amount due hereunder, which shall at such time become immediately due and payable, notwithstanding any previously selected payment schedule.
12. This agreement expires at the end of the 2018-2019 school year. This agreement is not automatically renewable and the parties hereto have no obligation to enter into an agreement for the following school year.

.....

I/we have read the terms set out in this Contract and the Tuition Refund Plan. Checking this box serves as my/our signature, certifying that I/we accept the conditions of admission and enrolment set out herein and agree to fully support the policies, rules and regulations of Queen Margaret's School as stated above.

<i>Parent/Guardian 1 Name</i> (please print)	<i>Date</i>	<i>Parent/Guardian 2 Name</i> (please print)	<i>Date</i>
---	-------------	---	-------------

If you have printed out this form and are completing it by hand, please sign below to indicate your understanding of the above.

<i>Parent/Guardian 1 Signature</i> (if completing this form by hand)	<i>Date</i>	<i>Parent/Guardian 2 Signature</i> (if completing this form by hand)	<i>Date</i>
---	-------------	---	-------------



2018-2019 Credit Card Authorization for Non-Refundable Deposit



RETURNING DAY STUDENT(S)
(One form per family)

The deposit provided will serve as a confirmation of your wish to register your child(ren) at Queen Margaret's School and will be applied as a credit toward the total annual tuition fees.*

Queen Margaret's School must receive the completed QMS Annual Registration Contract by **February 16, 2018** to reserve a place for the 2018-2019 school year. After this date, classroom and program space will be offered to both new and returning students. Please email completed forms to Queen Margaret's School at admissions@qms.bc.ca.

Re-registration Deposit:

\$650 Day Student Registration Deposit *(per returning student, non-refundable)*

Optional Equestrian Program Deposits:

\$250 Riding Program Deposit *(Per riding student, non-refundable)*

\$500 Horse Boarding/Leasing Deposit *(In addition to Riding Program Deposit, per approved horse, refundable only if the horse boarding/leasing program is not made available to this student).*

Student's Last Name	Student's Given Name	Registration Deposit (\$650)	Riding Program Deposit (\$250)	Horse Boarding/Leasing Deposit (\$500)
SUBTOTAL				
			TOTAL	

** Funds provided may be applied to an outstanding account balance before registration for the new school year is confirmed.*

Queen Margaret's School accepts payment on: MasterCard, Visa, and American Express Credit Cards.

Credit Card #: _____ Expiry date: ____ / ____

Total charge authorized to my credit card: \$ _____

Name of cardholder: _____

I hereby authorize Queen Margaret's School to charge my credit card for the deposit(s) to confirm my child(ren)'s enrolment for the 2018-2019 school year.

