

Please return this signed form to the school office no later than April 1st, 2017. If you confirm re-enrolment by April 1st, current Touchstone Families receive a \$200.00 discount per child.

Name(s) of student(s): _____

Because Touchstone is a not-for-profit, small, independent school, the withdrawal of a student has a significant “ripple effect” on the school’s operating budget, student-to-teacher ratios, and ultimately leads to increased tuition for parents of remaining students in that year or future years. For these reasons the following tuition policy has been established.

All scheduled tuition and other fees due and owing must be paid in full prior to the student attending the first day of classes.

In the case of student withdrawal from the school, written notice must be given to the school’s principal. If a student withdraws from the school prior to September 1st, the parents of the child forfeit payments made up to and including the date of withdrawal. For example, if a student withdraws from the school on August 31st, the non-refundable amount would include the deposit plus all tuition due and payable up to and including the August 1st installment. In the case of student withdrawal beyond September 1st, 100% of the annual tuition is considered owing and non-refundable.

If the annual tuition has been paid in a lump-sum fashion, tuition will be forfeited or reimbursed according to when the student is withdrawn, along the same timeline outlined above, with the same September 1st cut-off date.

The Board of Directors reserves the right to request a re-enrolment interview with any family. On occasion, the Board may have reason to ask a family to withdraw their child or children from Touchstone Academy. Appropriate notice will be given at the discretion of the Board.

I (we) have read and understood Touchstone’s tuition policies and am confirming my (our) desire to enroll the child(ren) named above.

Parent or Legal Guardian signature

Date

Parent or Legal Guardian signature

Date

2017/18 Tuition Fees:

Junior Kindergarten to Grade 5 – \$9,150 (plus extra fee of \$400)

Monthly Installments May 1st, 2017 – February 1st, 2018:

Junior K – Grade 5: \$950.00 deposit due April 1, plus 10 installments of \$860.00