

## FINANCIAL REGULATIONS FOR THE ACADEMIC YEAR 2016-2017

*Registration of a student at the Lycée Français de Toronto implies the acceptance of the Financial Regulations.*

### 1. Fee Structure

#### For new students

- Registration Fee of \$300;
- Assessment Fee of \$150 (From Kindergarten to Grade 12, where applicable);
- Contribution of \$2,500 to the Lycée Capital Investment Fund applicable to students from Grade 1 to Grade 12 (payable by separate cheque)

*The \$2,500 contribution to the Lycée Capital Investment Fund is also due from our Senior Kindergarten students who register into Grade 1.*

#### Tuition Fees

**A payment of \$1 000 is due from all new and returning students on March 22, 2016 to reserve a place. This amount is deductible from the total amount due to the school**

Early Pre-Kindergarten to Grade 5	\$ 15 740
Grades 6 to 9	\$ 17 080
Grades 10, to 12	\$ 18 260

Books, exam fees, after school programs, trips, transportation or meals are not included. Please see Appendix A for payment options.

### 2. Methods of Payment

- Pre-authorized debit (PAD) - complete form and return it with a VOID cheque (Preferred method of payment)
- Interac payment, by debit Card at the Lycée or by e-mail
- Wire transfer or direct deposit (Please contact [admissions@lft.ca](mailto:admissions@lft.ca) for details and notify the Lycée once transfer is completed).
- Cheque to « Lycée Français de Toronto » for single payments only

### 3. Registration During The School Year

Tuition is prorated with 50% of the tuition amount due before or on the first day of class and the balance by March 15, 2017. Every month attended is payable in full.

#### 4. Reduction In Tuition Fees

When three or more siblings attend the LFT, a 25% rebate on tuition is granted to the third and subsequent children. This rebate applies to the youngest child.

#### 5. Refund Policy

Notice of withdrawal must be sent in writing to the Admissions Office at [admissions@lft.ca](mailto:admissions@lft.ca).

- The Registration, assessment fees and advance on tuition are not refundable.
- The contribution to the Capital Investment fund is not refundable after September 1<sup>st</sup>, 2016.
- Tuition paid is refundable, consistent with the following schedule:
  - If a student withdraws prior to December 31<sup>st</sup>, 2016, 50% of the annual tuition will be refunded.
  - If a student withdraws between January 1<sup>st</sup> and March 31<sup>st</sup>, 2017, 25% of the annual tuition will be refunded
  - No refunds for withdrawals after March 31<sup>st</sup>, 2017

#### 6. Receipts

- The Lycée Français de Toronto is a registered charity. As a charity, an official donation receipt is issued for the contribution to the Capital Investment Fund.
- A portion of the tuition paid may qualify as a child care expense deduction. This eligible amount is calculated based on the Canada Revenue Agency regulations.

Receipts are issued in February, following the close of the previous calendar year.

#### 7. Financial Assistance

**Students have to be in good financial standing to apply.**

- French nationals registered at the Consulate General of France in Toronto who apply to the LFT and who meet the criteria set by the *commission nationale des bourses* (<http://consulfrance-toronto.org/spip.php?rubrique59>). Deadline for application is set by the French Consulate.
- LFT students in Grade 6 to Grade 12 (<https://applefinancialservices.ca/>). Deadline for application is March 15, 2016.

An advance on tuition of \$500/month, from April 15, 2016 until the official notification is received, is due for each child registered at the school.

- Should the parent proceed with the enrollment, the difference between tuition paid and financial aid received is to be paid according to LFT payment schedule;
- Should the parent appeal the decision, \$500/month is to be paid until the final notification is received.

If the bursary application is rejected,

- Should the parent proceed with the enrollment, full tuition is due on or before March 15th, 2017.
- Should the parent decide not to enroll their child, tuition paid will be reimbursed.
- In case of partial attendance, fees are prorated.

## 8. Payment Obligations and Penalties

Tuition payments for all plans commence on April 15, 2016. All EFT forms, wires and cheques should reach the Lycée at the dates specified in the Financial Regulations.

Students enrolling after April 15, 2016 should settle 50% of their tuition before their 1<sup>st</sup> day of school.

Families have to be in good standing to renew their registration.

A \$50 fee will be charged for every declined cheque.

A \$500 will be charged to all accounts that remain in arrears as of March 15, 2017.

Students who have not fulfilled their financial obligations according to their payment plan will not be allowed in class.

Eviction of a student does not alter his financial obligations towards the Lycée.

The Lycée will not negotiate any partial payment for outstanding amounts.

## 9. Day Care and Study Hall (available to students from Kindergarten to Grade 7)

Registration forms are available on our website. Payment in full is due upon registration.

A 10% discount applies for a full-year enrollment.

Mid-term registrations and withdrawals are accepted. Fees will be prorated.

Days per week		COST PER TERM				
		5 days	4 days	3 days	2 days	1 day
Daycare	3:30-4:30 p.m.	\$345	\$300	\$245	\$175	\$100
	4:30-6:00 p.m.	\$465	\$415	\$345	\$255	\$145
	3:30-6:00 p.m.	\$735	\$650	\$545	\$400	\$225
Study hall	3:30-4:30 p.m.	\$680	\$590	\$480	\$355	\$230
Study hall & daycare	3:30-6:00 p.m.	\$1,145	\$1,000	\$825	\$610	\$375

### a) Occasional Daycare and study hall:

Occasional daycare: \$20 per hour

Occasional study hall: \$30 per hour

An hour started will be charged in full.

Payment by cheque or debit card only.

Children can stay at the daycare at no cost during curriculum night and/or parent/teacher interviews, provided the school has been previously notified.

### b) Late pick-ups (after 3:30, 4:30 or 6:00 pm.)

If a child is not picked up at 3:30 p.m. or after the study hall and/or the extra curricular activities (at 4:30 p.m.), he/she will stay at the daycare and the service will be charged at the rate of \$1 per minute. Payment by cheque or debit card only.

## **APPENDIX A: PAYMENT OPTIONS\***

*\*All payment plans include a \$24 contribution to the Parents' Association (APA)*

### **QUARTERLY PLAN: 4 installments**

	Early Pre-Kindergarten to Grade 5	Grades 6 to 9	Grades 10 to 12
April 15, 2016	\$3,935	\$4, 270	\$4,565
July 15, 2016	\$3,935	\$4, 270	\$4,565
September 15, 2016	\$3,935	\$4, 270	\$4,565
November 15, 2016	\$3,935	\$4, 270	\$4,565
<b>TOTAL</b>	<b>\$15,740</b>	<b>\$17,080</b>	<b>\$18,260</b>

Payments received after November 15, 2016 will be recalculated according to the monthly plan

### **MONTHLY PLAN: 12 installments**

	Early Pre-Kindergarten to Grade 5	Grades 6 to 9	Grades 10 to 12
April 15, 2016 to March 15, 2017 inclusive	\$1,330	\$1,447	\$1,546
<b>TOTAL</b>	<b>\$15,960</b>	<b>\$17,364</b>	<b>\$18,552</b>

A \$500 will be charged to all accounts that remain in arrears as of March 15, 2017