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## TUITION/DONATIONS POLICY & PROCEDURES

1. The Finance Committee is responsible for the procurement of funds, for the operation and maintenance of Thunder Bay Christian School. Full participation by members of the School Society, and particularly the parents of children attending the school, is essential.
2. Tuition/donation requirements are determined and approved annually by the Thunder Bay Christian School Society. An equal amount is specified per family, regardless of the number of children attending the school from that family.
3. Tuition payments/donations may be made as indicated below:
  - a. One cheque to cover the full amount for the coming school year dated July 1.
  - b. Beginning July 1, a series of post-dated cheques, totaling the full amount required for the coming school year. One post-dated cheque for the first day of each month, made up of twelve equal amounts, is preferred.
  - c. All cheques must be submitted to the Treasurer no later than September 1 of the coming school year.
  - d. Any other means of payment must be authorized by the Finance Committee, before September 1.
  - e. Children cannot be admitted at the start of the school year in September, without contributions from the family covering the months of July and August.
4. Families unable to make full contributions due to unexpected financial difficulties during the school year must notify the Society Treasurer as soon as possible. The situation will then be reviewed by the Finance Committee, so that any special arrangements can be worked out.
5. Families failing to contribute their expected share of the required funds for a period of two months, will receive a reminder of their obligation from the treasurer. Any parents in arrears for three months, are considered delinquent, and will be contacted by a board member. If the situation is not resolved immediately, the board will be forced to request that the parents withdraw their child/children from the school.
6. Tuition payments are applied against the balance in chronological order.

\*For details of the correspondence normally used in this article see appendix 13bi, 13bii, 13biii.