



Fulford  
Academy

# FINANCIAL HANDBOOK

*BOARDING & INTERNATIONAL STUDENTS*

Revised: October, 2020



## FULFORD ACADEMY

Fulford Academy is a small, international, independent boarding and day school in Brockville, Ontario, Canada. The school is ideally located along the shores of the famous St. Lawrence River and centrally situated near Ottawa (1 hour) and Montreal (2 hours), and a little further from Toronto (4 hours).

- We are small by design and have an annual enrollment of approximately 120 students;
- Our Programs include Grades 6 to 12, University Prep, Dual High School Diploma, ESL Foundations, and Summer School;
- Our classes are small and consist of between 6 and 12 students;
- Our teachers are highly trained members of the Ontario College of Teachers and possess professional ESL Certifications;
- We offer a structured family-like environment, with a combination of Boarding and a growing complement of Day students
- Our students follow a typical boarding school's academic and extra-curricular schedule;
- Our curriculum incorporates STEM+A and Advanced Placement (AP) in a project-based model that fosters independent thinking.
- For international students, we offer an English Foundations program in which we incorporate a foundation of English language skills development concurrent with learning grade-appropriate academic content.

### ***Our Mission:***

Our mission is to provide our students with the necessary skills to gain success in the Global learning environment. We cultivate enquiring minds and develop their critical thinking ability. Our students build their sensitivity to local and Global issues through the application of scientific, technological, and cultural knowledge to real-world problems.

### ***Our Vision:***

In our inclusive and nurturing community, we are dedicated to the individual success of each student. A successful Fulford Academy graduate will be a leader in their future education, in their career, and in the broader community. Our graduates will be committed to promoting respect for the rights of others; they will be considerate and appreciative of human differences, and of the constructive expression of ideas.



The Fulford Academy Boarding & International Student Financial Handbook represents the financial contract between the student, student's family, and Fulford Academy. It outlines program fees, financial assistance, and payment terms.

## PROGRAM FEES

Upon the submission of an application, a one-time, non-refundable application process fee of \$200 CAD is required.

Program fees cover tuition, accommodation, meals, custodian, textbooks, workbooks, medical insurance, initial school supplies, a school tie, and transportation on official travel dates.

Canadian Boarding fees are available to students holding a Canadian passport or have PR status and whose first language is English or French.

A Five-Day boarding program is available to students who live in the surrounding area of Fulford Academy. Students arrive at the Fulford Academy dormitory on Sunday evening and return home for the weekend on Fridays following the last class of the day. Please contact [admissions@fulfordacademy.com](mailto:admissions@fulfordacademy.com) for more information about five-day boarding.

A one-time, non-refundable \$3,000 CAD enrollment fee is payable upon acceptance of an offer of admission for new students. Receipt of the enrollment fee secures a position in Fulford Academy's boarding program for the new student.

Receipt of the enrollment fee also secures the student a position in Fulford Academy's synchronous online program. In a circumstance in which a student opts to continue at Fulford Academy as an online student, the enrollment fee will cover the student's first-semester tuition fee as a synchronous online learner.

## PAYMENT PLANS

Fulford Academy may offer payment plans in 2 or 3 installments for full-year boarding students. In any case, a student's full tuition must be paid in full by the end of the student's first semester. Interest is acquired for payments made after the start of the program.

Please contact [business@fulfordacademy.com](mailto:business@fulfordacademy.com) for more information about payment plans.

## STUDENT OVERHEAD ACCOUNT

Each full-year boarding student must have an initial deposit of at least \$2,000 CAD in their student account upon arrival at the school. This account will be used to cover expenses like airport pickups (other than specified free pick up/ drop off days), optional trips, some clubs and activities, dentist, eye-care and other professional fees, student damage to school property, and other miscellaneous charges. Student accounts are not allowed to carry a negative balance. Account updates and invoices will be sent out regularly and upon request. At the end of the student's tenure, any positive balance will be refunded after all charges to the account have been received and processed; generally, at least a month after the student has left the school.

Students attending the Summer School Program will not have a student account and should plan to have a local bank account for miscellaneous items and personal spending.

## OPTIONAL PURCHASES

Fulford Academy offers a variety of trips, programs, and products for students that may be charged to the student account. Students are not required to participate in these trips, or to purchase the products.

All mandatory and optional purchases are subject to 13% Harmonized Sales Tax (HST) where applicable.

All third-party charges with respect to optional purchases are subject to a 15% administrative handling fee for purchases of up to \$200. Purchases above \$200 will incur a flat fee of \$30 CAD.



## AP EXAMS

Students wishing to write AP exams will be required to alert Fulford Academy. These fees will be in addition to tuition and payment of these fees is the responsibility of the student or their family.

## IELTS or TOEFL EXAMS

Students wishing to write IELTS or TOEFL language exams will be required to alert Fulford Academy. The exam and fees and transportation to and from these exams will be in addition to tuition. Payment of associated fees is the responsibility of the student or their parents.

## POST SECONDARY APPLICATION FEES

All fees associated with application to post-secondary education is the sole responsibility of the student and family.

## DAY TRIPS

In addition to our mandatory Student Life trips, on weekends the Academy offers optional day trips to nearby cities for sports games, concerts, movies, shopping, outdoor adventures, and just fun. The costs of these trips will be charged to the Student Account. Prices for trips vary but can be found in the Optional Trip Permission Form.

## OPTIONAL ACTIVITIES AND ATHLETICS

A number of local activities may be available, and students can take advantage of them when possible. These activities include music or art lessons, individual or team recreational sports, dance lessons, etc. Students may also choose to participate in our varsity athletics program by joining a competitive Fulford Academy team. Extra charges and special equipment will be required for participation in some of these activities.

## AIRPORT TRANSPORTATION

The school provides airport transportation at no charge to the students on **specific dates** only. Please refer to our Admissions department for the school arrival and departure dates and times. If students travel on any other date, then the school may organize separate travel arrangements at an additional cost.

## ALLOWANCE AND SPENDING MONEY

Students at Fulford Academy are encouraged to be responsible for their own spending money and to develop self-discipline with spending. Most students gain this experience by opening bank accounts and budgeting their money. Our school policy is that students **do not have more than \$100 in cash** at any time.

## BOARDING STUDENTS 12 YEARS AND OLDER

Fulford Academy staff will assist students in opening a bank account upon arrival (daily spending limits can be applied).

Fulford staff members are not able to monitor students' spending, and they do not have any access to the students' personal bank accounts. The student will use this money for the purchase of phone cards, clothing, souvenirs, shampoo, and personal items. Parents will be provided with the banking details to be used for direct deposit to this personal account. Students having access to large amounts of money is problematic in a boarding school, and parental support to help limit student spending is expected.

## BOARDING STUDENTS 11 YEARS AND UNDER

During the regular school year from fall through spring, while they learn how to regulate their own spending, we provide an option for younger students to get a weekly allowance from their Fulford Student Account.



If your student is in grade 7 or 8 or is 11 years and younger, and you wish to set up a weekly allowance for them, please contact our business office: [business@fulfordacademy.com](mailto:business@fulfordacademy.com). The Fulford Academy business officer will send an "Allowance and Spending Limit" form to fill out.

Type of Charge	Amount	Time Period
<b>Student Overhead Account – Mandatory</b>  This account is used for airport transportation (outside of the specific travel dates), damage deposit, optional trips, specific activities & clubs, and other miscellaneous charges subject to a service charge of 15%	\$2,000	Initial Deposit (full-year students)
<b>Personal Allowance – Optional</b>  <i>Students aged 11 and younger have the option to get an allowance from their Fulford Student Account while they learn how to regulate their spending. In this case, only an estimated figure of \$600 per term will be required.</i>  Distributed weekly, \$25-50 maximum per week	\$600	Per Term

## SIBLING DISCOUNT

Discounts are available for additional children enrolled. Please contact [admissions@fulfordacademy.com](mailto:admissions@fulfordacademy.com) for more information.

## PAYMENT TERMS

Upon submission of a student's completed application form and required application items, a non-refundable application fee of \$200 Canadian dollars is due. The completed student application will be reviewed and if the student is deemed eligible for admission, the enrollment process will continue.

If the student is provided an offer of admission upon completing Fulford Academy's enrollment process, a one-time, non-refundable \$3,000 CAD enrollment fee is required to secure the student's position in the boarding and synchronous online program. Once the enrollment fee is successfully submitted Fulford Academy will provide the student with an official Letter of Acceptance and the Custodianship Declaration. The enrollment fee will be applied against the student tuition fees and the balance of tuition fees is due 60 days from the date of the invoice or 60 days prior to the start of the program, whichever is earlier.

Please ensure that the student name is included in the payment details.

- Cheque payable to Fulford Academy
- E Transfer: [business@fulfordacademy.com](mailto:business@fulfordacademy.com)
- Bank Wire Transfer
- Pay through *Pay My Tuition*

If you have questions regarding fee payment methods, please contact [business@fulfordacademy.com](mailto:business@fulfordacademy.com).



## LATE PAYMENT

Overdue accounts are subject to late payment charges at a rate of 2% per month. Accounts are considered overdue after the start of the program, or after payment plan installment due dates. Failure to comply with the agreed terms of payment may result in withdrawal of admission or the student not being admitted to the school for subsequent programs. In addition, the school may not permit students to attend classes, write exams or may withhold marks and exercise other sanctions it deems necessary for the collection of overdue accounts. No student will be permitted to re-enroll until the fees and expenses from the previous session are paid in full.

## REFUND POLICY

Fulford Academy provides no reduction or remission of fees for absence, dismissal, or withdrawal without cause. On and after the date that the program begins, the parent, guardian, or payer becomes liable for the payment of the full tuition fee. The failure of the parent/guardian to provide written notice of cancellation will result in the Academy understanding that the agreement is still in effect. To bring greater clarity the following terms will be enforced:

- 1) If enrollment is cancelled in writing by the parent or guardian 60 days prior to the program start date, Fulford Academy will return all unused tuition.
- 2) There is no refund if the parent or guardian cancels enrollment less than 60 days prior to the start of the program or after the start of the program, or if the student is dismissed from the Academy.
- 3) Visa Denial/Delayed Refund Policy:

Our Visa Denial/Delayed Refund Policy will take effect and all unused tuition will be refunded following the start of the program, and when Fulford Academy is provided with documentation showing:

- a) evidence of prompt visa application following Fulford Academy's release of required documents
- b) evidence that the refusal or delay was not caused by incomplete or inadequate submissions to the appropriate consular office
- c) receipt of a notice of visa refusal or of a notice showing the actual date a visa was granted.

If enrollment is cancelled prior to the program start date due to visa delay or denial, fees will be refunded according to our regular cancellation policy. The acceptance is withdrawn and visa processing will be terminated.

- 4) Medical or Compassionate Withdrawal Refund Policy:

Academic Program	Timing of Medical or Compassionate Withdrawal	
<b>Regular Academic Year</b>	First Half of Program	Second Half of Program
<b>Retained Amount:</b>	25% of unused fees	50% of unused fees
<b>Summer Program</b>		
<b>Retained Amount:</b>	50% of unused Summer fees	50% of unused Summer fees



***Definitions of Medical or Compassionate Withdrawal:***

- 1) ***Medical Withdrawal:*** Is defined as the case of a documented medical issue whereby the student is deemed by a medical doctor, by reason of a diagnosed medical condition, to be unable to continue with Fulford's educational program.
- 2) ***Compassionate Withdrawal:*** Is defined as the case of the student's withdrawal for the reason of the death of an immediate family member or another such traumatic life event. In this case, full discretion will rest with Fulford.

**Force Majeure:** In no event shall Fulford Academy be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitations, strikes, work stoppages, accidents, acts of war of terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software or hardware) services; it being understood that Fulford Academy shall use reasonable efforts which are consistent with accepted practices in the banking industry to resume performance as soon as practicable under the circumstances.

Terms and conditions of this agreement can be altered by Fulford Academy at any time without prior notice.



## CONTACT US

For further explanation or clarification of any of the above information, please contact the following individuals:

### **Academic Questions**

Scott Murray

Head of School

[Scott.Murray@FulfordAcademy.com](mailto:Scott.Murray@FulfordAcademy.com)

Tel: +1 613 341 9330 x2003

### **Residential & Student Life Questions**

Devin Payne

Dean of Students, Assistant Head of School

[Devin.Payne@FulfordAcademy.com](mailto:Devin.Payne@FulfordAcademy.com)

Tel: +1 613 341 9330 x2004

### **Admissions Questions**

Stephen Joudoin

Admissions Manager

[Admissions@FulfordAcademy.com](mailto:Admissions@FulfordAcademy.com)

[steve.joudoin@FulfordAcademy.com](mailto:steve.joudoin@FulfordAcademy.com)

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### **Financial Questions**

Joy Lee

Business Manager

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### **Transportation Questions**

Cindy McCarthy

Academic Coordinator

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Tel: 613 341 9330 x2018





## CLIENT AGREEMENT

(Acceptance of Offer of Admission and Acknowledgement of Financial Obligation)

Please return by fax (613-341-9344), or scan and email (admissions@fulfordacademy.com) or mail/courier.

I hereby accept the offer of admission for my child \_\_\_\_\_  
(name of child)

and acknowledge that I have read and understand all statements above, including the Refund Policy.

## PARENTAL AUTHORIZATION

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

If applicable, I have translated and explained this document:

\_\_\_\_\_  
EDUCATIONAL CONSULTANT (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE