



Fulford
Academy

FINANCIAL HANDBOOK

DAY 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 Day 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 \$50 CAD is required.

Program fees cover tuition, meals, textbooks, workbooks, initial school supplies, and a school tie.

A one-time, non-refundable \$300 CAD enrollment fee is payable upon acceptance of an offer of admission for new Day students. Receipt of the enrollment fee secures a place in Fulford Academy's Day program and will be applied to the new students first-year tuition fees.

SIBLING DISCOUNT

Discounts are available for additional children enrolled. Please contact admissions@fulfordacademy.com for more information about sibling discounts.

FINANCIAL ASSISTANCE

Financial assistance may be available for families who demonstrate such a need as assessed by *Apple Financial Services*, a third-party assessor: <https://www.applefinancialservices.ca/>. Based on the financial need, as assessed by Apple Financial Services, Fulford Academy will attempt to meet that need based on the funds available.

Please contact admissions@fulfordacademy.com for more information about financial assistance.

PAYMENT PLANS

Fulford Academy may offer payment plans up to 12 monthly instalments. The 12-month instalment plan offers a payment schedule from July to June. In any case, a student's full tuition must be paid in full by the end of the students program in June. Interest is acquired for payments made after the start of the program.

Please contact business@fulfordacademy.com for more information about payment plans.

OPTIONAL PURCHASES

Fulford Academy offers a variety of trips, programs, and products for day students. 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, above which value a flat fee of \$30 CAD is applied.

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

Day students may have an opportunity to participate in weekend trips and excursions as part of Fulford Academy's residential life program for boarding students. Optional weekend experiences may include trips to nearby cities for a sports game, concerts, movies, shopping, outdoor adventures, and just fun. Fulford Academy requires parent/guardian permission in order for a Day student to participate in day trips. 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.

PAYMENT TERMS

Upon submission of a student's completed application form and required application items, a non-refundable application fee of \$50 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 \$300 CAD enrollment fee is required to secure the student's position in the program. 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
- Bank Wire Transfer
- Pay through *Pay My Tuition*

If you have questions regarding fee payment methods, please contact 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 instalment 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	
	First Half of Program	Second Half of Program
Regular Academic Year		
Retained Amount:	25% of unused fees	50% of unused fees
Summer Program		
Retained Amount:	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 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 or 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

Tel: +1 613 341 9330 x2003

Residential & Student Life Questions

Devin Payne

Dean of Students, Assistant Head of School

Devin.Payne@FulfordAcademy.com

Tel: +1 613 341 9330 x2004

Admissions Questions

Stephen Joudoin

Admissions Manager

Admissions@FulfordAcademy.com

steve.joudoin@FulfordAcademy.com

Tel: +1 613 341 9330 x2025

Financial Questions

Joy Lee

Business Manager

Joy.Lee@FulfordAcademy.com

Tel: +1 613 341 9330 x2008

Transportation Questions

Cindy McCarthy

Academic Coordinator

Cindy.McCarthy@FulfordAcademy.com

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