



# **FINANCIAL HANDBOOK**

*REAL-TIME ONLINE EDUCATION  
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 Synchronous Education 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

Program fees cover tuition and provide access to the Fulford Academy synchronous education learning management system.

## OPTIONAL PURCHASES

Any costs associated with AP exams will be paid for directly by the student or their family. Fulford Academy will not be responsible for any AP fees for Synchronous Education students.

## PAYMENT TERMS

Tuition fees are 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 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 30 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 30 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) Medical or Compassionate Withdrawal Refund Policy:



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**Academic Program****Timing of Medical or Compassionate Withdrawal****Regular Academic Year**

## First Half of Program

## Second Half of Program

**Retained Amount:**

25% of unused fees

50% of unused fees

**Summer Program****Retained Amount:**

50% of unused Summer fees

50% of unused Summer fees

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***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.



## 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

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### **Admissions Questions**

Stephen Joudoin

Admissions Manager

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

Tel: +1 613 341 9330 x2025

### **Financial Questions**

Joy Lee

Business Manager

[Joy.Lee@FulfordAcademy.com](mailto:Joy.Lee@FulfordAcademy.com)

Tel: +1 613 341 9330 x2008

### **Transportation Questions**

Cindy McCarthy

Academic Coordinator

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Tel: 613 341 9330 x2018

**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.



## 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](mailto: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