



CHAOYIN BILINGUAL SCHOOL

SECTION	General School Administration
POLICY NAME	School Fees Refund and Fee Change Policy
POLICY NUMBER	412
RELATED POLICIES	407 International Student Policy
DATE CREATED	January 10, 2021
DATE REVISED	December 9, 2022/August 23, 2023/ October 3, 2023
DATE IMPLEMENTED	September 1, 2021

RATIONALE:

Chaoyin Bilingual School is an independent Elementary School specializing in offering a British Columbia Curriculum to both local and international students from Kindergarten to Grade 7. By applying to study at Chaoyin Bilingual School, the student begins the process of registering at the school to complete their school education. By accepting the student, the School begins the process of completing a commitment to assist the student in completing Elementary school (Kindergarten to Grade 7). A policy must be in place to ensure that the student and the school are both financially protected if either party is not able to complete its commitment. This School Fees Refund Policy is designed to protect the student and the school. This policy will be made available to families before any fees are paid and will be published online or otherwise made available upon request.

NOTE: a Financial Term is defined as a time period that is 5 months in duration. There are 2 Financial Terms per school year: September 1 to January 31, and February 1 to June 30.

POLICY:

A student is considered to have entered into a contract with the school when the student's application for admission has been accepted by the school and the school responds with a formal Letter of Acceptance. To be considered for a refund, a student must submit a written notice of withdrawal signed by the student's parent/guardian. School fee refunds will be issued to the parents or guardians, as deemed applicable per Policy 412.

Students who have been issued an official letter of acceptance by Canadian Immigration (Official Letter of Acceptance, Temporary Resident Visa Letter, or Re-entry Letter) that is given on the understanding that the student is attending CBS, are not eligible for a 100% tuition refund even if the original school acceptance letter is returned to the school.

Application/Registration Fees and the other optional Applicable Fees are **not refundable**.

Tuition Fee refunds will be based on the following procedures:

1. INTERNATIONAL STUDENTS:

- a. If a student is denied a Study Permit authorization from Citizenship and Immigration Canada, the school will refund the student 100% tuition refund if the following three criteria have been met:
 - i. The student applied for a Study Permit authorization from Citizenship and Immigration Canada within 30 days of receiving the official letter of acceptance from the school,
 - ii. Official documentation of the visa refusal is provided to the school,
 - iii. Students request the refund within one year of the date of the school's official letter of acceptance
 - iv. If the student's Study Visa was refused while at Chaoyin using a Visitor Visa, the student's tuition fees will be refunded for the remainder of the school year commencing the following full month.
- b. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw 30 days prior to the first day of classes in a given school year, the school will retain 30% of the tuition fee paid and refund the balance for the 1st term and 100% for the 2nd term.
- c. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw under 30 days before the first day of classes, the school will retain 50% of the 1st term fees and will refund the balance of the 1st term and 100% of the 2nd term fees paid.
- d. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after school has started, within the first 30 days of the term, the school will retain 70% of the 1st term fees and will refund the balance and 100% of the 2nd term fees.
- e. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after the first 30 days of the term, the school will retain 100% of the 1st term fees and will refund 50% of the 2nd term fees.
- f. If a student is dismissed at any time during the term, the school will retain 100% of that term's fees and 50% of the 2nd term fees.

PARENT/GUARDIAN RESPONSIBILITIES:

1. The student and his/her family are responsible for applying for a Study Permit within 30 days of receiving the acceptance letter from the school.
2. The student and his/her family are responsible for applying for a refund within one year of the date of the school's official letter of acceptance.
3. The school is the first point of contact for refunds. All refunds are the responsibility of the school Authority in accordance with this policy.
4. The school will maintain sufficient funds on hand to make refunds available to students upon unexpected closure of the school.
5. The Independent Schools Act does not provide the Inspector of Independent Schools or the Ministry of Education with a role in routine refunds.
6. In the case where the school closes and refunds are not provided by the school, the student and his/her family may apply to the Ministry of Education for a prorated refund under the provisions of the Independent School Regulation and the Bonding Act. These refund amounts will be paid

from the school's Bond that is posted with the Ministry of Education for this purpose.

2. Tuition Fees: International Student Fees to Domestic Student Fees

If a school family receives appropriate documentation which allows the status of their child to change from International to Domestic (a B.C. Resident) during the middle of a financial term, families can request a change in tuition. Any fee payment changes will commence at the beginning of the next financial term. International student fees cannot be refunded or altered mid-term.

3. B.C. RESIDENT REFUND POLICY:

- a. If you choose to withdraw your child from Chaoyin Bilingual School (CBS) once you have registered or re-registered your child, your intention to withdraw must be submitted to the School Principal and/or CBS Office Administration in writing and must stipulate the last day that the child will be attending the school. This official notice of withdrawal must be dated and signed by the parent(s) or legal guardian(s).
- b. The \$3000 CBS Deposit is designed to hold a student's place in the school and will not be refunded if withdrawal from Chaoyin Bilingual School is requested.
- c. If official written notice of withdrawal is given prior to September 1, then your September monthly tuition, and all subsequent months' pre-paid tuitions, will be refunded.
- d. If official written notice of withdrawal is given at any time during the month of September, tuition for September will also be forfeited. If you choose to withdraw your child during the course of the school year, tuition will only be refunded from the month following withdrawal.
- e. Tuition payments for the balance of the year will be refunded to the payee.

PLEASE NOTE:

- f. Payment for the following month's hot lunch fees is paid by the end of the previous month and cannot be refunded.
- g. Special Activity Fees for After School Club fees are paid in advance at the start of each term and will not be refunded for the remainder of each term once the term has begun.
- h. If an advertised After School Club does not commence, any fees paid will be reimbursed.