GURU ANGAD DEV SCHOOL

Learn Lead Serve

Refund & Late Payment Policy

(The Policy has been reviewed and updated March 2024)

Reference: Independent School Fee Refund Guidelines (B.C. Ministry of Education)

Refund Procedures

Refunds will be issued only in accordance with the Guru Angad Dev School's refund policy.

Cash payments will be refunded by cheque made payable to the parent or guardian of the student. All other refunds will be made to the original form of payment unless otherwise approved by the Principal.

Families requesting to withdraw from the program and to receive a refund of their tuition must do so in writing by the 10th of the month.

Collection of Fees

All tuition fee obligations for the current school year must be paid in full to ensure registration for the following school year. Tuition is only collected for the upcoming School Year and not for subsequent years. Fees are collected at various times of the year and may cover or supplement such items as registration, supplies, field trips, and extracurricular events or courses. Fees are non-refundable unless otherwise specified per the Refunds policies below.

Parents of a new student need to pay a $350.00 registration fee to secure placement at Guru Angad Dev School. The registration fee is non-refundable and is due with the student registration application.

Refunds: Withdrawal

Families requesting to withdraw from the program and to receive a refund of their tuition must do so in writing. Partial refunds of 65% will be given to families who withdraw from the program at least three (3) months prior to September 1st. Partial refunds of 25% will be given to families who withdraw between three (3) months and one (1) month prior to September 1st of that year. Partial refunds may be given to families beyond that point at the Board's discretion.

Late Payments

Tuition is due on or before the tenth of every month. Should a situation arise that a payment will be late; the parent will be responsible to notify the school office as soon as possible. In the event that tuition fee is not received on time, the school will initiate the following procedures;

1. A late fee of $25.00 will be added to the tuition balance, and additional late fee of $25 each month will continue to be added until the account is current.
2. If at the end of sixty days the past due condition continues to exist, the parent will be notified in writing by the school administration that the account must be brought current.

Late fee waivers will not be issued.