

### 5.13

#### TUITION-COMMITMENT POLICY

1. After a students' 2 week trial period has passed, a meeting will be set up between the school Principal and the students' parent(s) so that a payment plan can be set up that both the family and school agree upon so that the one-time \$500 registration fee is paid fully by the end of the school year.
2. Attending school at the L&L requires the commitment of 10 hrs a month of volunteer time from a parent or family member at the school or a tuition fee of \$175 a month. Families can also choose to contribute half volunteer time and half fees. Fees and volunteer time ratios are as below:

Number of children attending school	Volunteer hours per month		
	0	5	10
1 child	\$175	\$87.50	\$0
2 children	\$350	\$87.50	\$0
3 children	\$525	\$87.50	\$0

3. There is an exceptional agreement made between the Board and hired employees of the school that have children enrolled and it includes the following expectations
  - a. No tuition or volunteer time in lieu of tuition if staff member is a full time employee. Half tuition or half volunteer time if staff member is a part time employee.
  - b. Must pay one-time registration fee of \$500 per child.
  - c. Must attend all whole school meetings.
  - d. Must join a committee.
  - e. If the staff member is not a Teacher, then they are required to still sign up for leading one School Friday throughout the year. If the staff member is a Teacher, they already have expectations built into their teacher contracts around attending/supporting school Fridays.
4. Monthly tuition payment is due on the first of the month; payments can be a bank transfer into acct # 824557 or e-transfer to [j.pigeon\\_bookkeeping@live.com](mailto:j.pigeon_bookkeeping@live.com). If you choose to pay by bank transfers, you must add a memo to the transfer with the students name or last name.  
*Note: If there is no name attached (memo) to the transferred funds, the bookkeeper will record the money deposited as a donation. It is your responsibility to ensure that there is a clear description of who the transfer is from.*
5. Missed Payments: If a payment is missed, a board member will contact the family regarding their financial commitments and ensure payment will be made promptly. If there are continuous missed tuition payments, with no

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communication with the board by the family, a letter from the board will be sent to the family regarding their outstanding dues and requesting they contact the school's treasurer and set up a meeting to discuss a payment plan.

6. If a payment plan is in place and the family does not keep up with the agreed upon financial plan, or there is no communication from the family regarding their outstanding tuition, a letter will be sent from the board notifying the family that the school board will pursue legal action for collection and the family & student(s) may be asked to leave the Living and Learning School. *\* It is at the discretion of the Board as to what the next steps will be taken in regards to the student & family continuing to attend the school.*
7. If you are Volunteering in lieu of paying part or all of the tuition, some of that volunteer time could include but is not limited to:
  - Classroom helper
  - Supervision of recess or lunch
  - Hot lunch preparation
  - Field trip supervision
  - Board member (10 hours a month)
8. Parent involvement that is mandatory and does not count towards volunteer time and must be completed in addition to paying tuition or fulfilling volunteer time in lieu of tuition include:
  - Attending and participating in whole school meetings once a month
  - Signing up to lead one school Friday throughout the year
  - Joining a committee
  - Attendance at school events
  - Participation in fundraising events
9. Our family commits to:
  - ☐ Full Tuition
  - ☐ Half Tuition/Half Volunteer Time
  - ☐ Full Volunteer Time

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Signature

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Date

*\*\*By signing you agree that you have read and understand the above.*