

FINANCIAL HANDBOOK



— SINE TIMORE AUT FAVORE —
ST. GEORGE'S SCHOOL



The Roundtable

The Roundtable is a place where students and faculty can meet and discuss their work and interests. It is a place where students can learn from each other and from their teachers.



Knights of the Roundtable
of St. George's School

Our vision, commitment and belief in St. George's School
are forever intertwined.

NEW STUDENTS

- **Application Fee - Domestic & International:**

An evaluation fee of \$25.00 must accompany all formal applications.

Applications are available online at www.stgeorges.bc.ca

- **Entrance Levy:**

A non-refundable entrance/registration levy of \$7,000 is charged for boys officially accepted into the School. This is due with your acceptance.

- **Tuition Deposit:**

A non-refundable deposit of \$2,500 is charged for boys officially accepted into the School. For International Boarders, this non-refundable deposit is \$10,000. This deposit is due with your acceptance and will be applied to the first tuition billing.

- **Extras Advance:**

Should you wish to be able to charge items to your son's account, a deposit of \$1,000.00 for Boarders and \$500.00 for Day boys is required to cover initial uniform and sports clothing purchases, as well as any other incidental items, e.g. weekly allowance for boarders. This amount is deposited to your son's account to cover these and other incidental expenses.

RETURNING STUDENTS

Re-enrollment:

After the first year of study, a student enrolling for the second and subsequent years is expected to have paid a deposit fee of \$3,000 for Day boys and \$5,000 for Boarders by January 15 of each year. Re-enrollment notification will be sent by email during the second term and the fee will be automatically included on the December 15 billing.

Note: Re-enrollment will only occur if the student account balance is paid up and current. Families with outstanding balances will not be able to re-enroll.

Should a boy be subsequently withdrawn, this fee will be forfeited, otherwise it will be applied to the first installment billing for the following year.

PROVINCE OF BRITISH COLUMBIA INDEPENDENT SCHOOLS GRANT

- The B.C. Provincial Government presently provides an annual grant to St. George's School for qualifying students to assist in covering the costs associated with their education. Receipt of this grant is integral to the ongoing operations of the School. While we have no reason to question the continuation of the grant at this time, should the grant be reduced, St. George's will have to take into consideration the effect of the reduction on its operations and fee structure.
- **A qualifying student** for the Government Grant and **parent(s) or legal guardian** must be a **Canadian Citizen, a Landed Immigrant or otherwise lawfully admitted to Canada and a permanent resident of B.C.** A legal guardian is **someone who has been appointed or is otherwise recognized as a legal guardian by legislation or a judicial process in British Columbia.**
- In order to provide the necessary documentation to support the government grant request, we must have an authenticated signed:
 - a) student's birth certificate;
 - b) copy of the parent(s) birth certificate or copy of landed immigrant documentation; and, c) copy of your most recent property tax billing or other proof of residency
- **If a student does not qualify for the Independent School Grant, or the necessary and complete documentation is not provided by September 1, the amount of funds lost becomes the responsibility of the parent(s)/guardian(s).**
- **Attendance:** An aspect of qualifying for the full government grant is attending School a minimum of 600 hours between September 1 and May 15. Note: missing School days for travel or vacation is not a valid absence for grant qualification purposes. Exceptions are allowed for valid documented absences. While the School will endeavour to follow-up on non-documented absences, it is the responsibility of the parent(s) to provide a written note (email) at:
 - **Junior School:** *junior_attendance@stgeorges.bc.ca*
 - **Senior School:** *senior_attendance@stgeorges.bc.ca*and to call the absentee line :
 - **Junior School:** 604-221-3901
 - **Senior School:** 604-221-3636to notify the School. Loss of the government grant related to non-documented absences becomes the responsibility of the parent(s)/ guardian(s).



WITHDRAWALS

Students are enrolled for the entire School year. **After completion of the re-enrollment contracts, parent(s) have an unconditional obligation to accept the responsibility for full payment of all tuition and fees for the entire upcoming School year. No portion of fees paid or outstanding, will be refunded in the event of a student's absence, withdrawal or dismissal from the School. All unpaid balances are immediately due and no part of any fee already paid will be remitted or refunded.** Notification of withdrawal must be in writing to the Admissions Office.

TUITION FEES

St. George's School 'bundles' its fees. This means the tuition you pay includes a number of items (that other schools may charge for individually) as follows:

- Textbooks;
- Course materials;
- English Literature books;
- Language and Science workbooks;
- Compulsory standard examination fees;
- Transportation for sports, clubs and local venues;
- Program related expenditures such as athletics, extra-curricular activities, and community service;
- Fitness room, gyms and pool;
- Internet access;
- SGPA membership fees;
- The Saint magazine;
- The Georgian yearbook; and
- School ID Photo.





BOARDING STUDENTS

- **Boarding Fees** cover the following:

- board and lodging;
- laundry;
- bed linens;
- general supervision;
- School nursing;
- use of the infirmary;
- access to School computers, equipment and facilities;
- internet access; and
- ground transportation costs for representing St. George's School as a team member.

Please note that Boarding Fees do not cover medical costs, hospitalization or personal expenditures.

- **Boarding Withdrawal:**

Boarding students are selected on different criteria to Day boys. There are some important elements that allow a boy to benefit from the Boarding experience. If a decision is made to withdraw from Boarding, you also relinquish your place in the School and will need to re-apply as a day student.

- **Temporary Boarding:**

Subject to space availability in the Residence, Day boys may be granted temporary boarding status. Pro-rated boarding fees would be charged.

OTHER CHARGES

- Tuition Fees are intended to cover instruction and the students' participation in the basic School programs. Additional charges will be made from time to time with respect to special events, trips, books and other items where purchases are made or services rendered specifically to an individual student.

The School attempts to avoid extra charges to students' accounts whenever possible.

Among the required items not covered in tuition fees are:

- School uniform and athletic clothing;
- Outdoor Education; and
- Ski day outing in February (Grades 7-12).

Optional items not covered include:

- Meals;
 - Individual music lessons;
 - Music supplies and instrument rentals;
 - Health insurance;
 - Personal discretionary charges;
 - Advanced Placement exams; and
 - Charges associated with optional trips will automatically be charged as outlined in the parent information letter.
- **Textbooks** are School property on loan to students. If text or library books are not returned by the date required, a charge will be placed against the student's account. As the School must order replacement texts for the upcoming academic year, a re-stocking fee will apply for any books returned after the due date.
 - **Advanced Placement:**
Students enrolled in Advanced Placement (AP) courses are eligible to have a tax receipt issued covering the costs of the class. Tax receipts are issued by February 28 for the preceding calendar year.
Advanced Placement exams, which provide for university level course credits, are registered for through the Exam Proctor and have a separate fee that will be charged to your account.
 - **Grad Class Deposit Requirements:**
In order to adequately provide for the graduating student's dinner, dance, and other graduating expenses, a deposit is required for all Grade 12 accounts by January 15 of each year. This deposit is subsequently credited back to each student's account and the actual cost billed for each event, normally by the end of the School year, June 30. Any credit remaining will be refunded to the parents.
 - **Transportation:**
St. George's School promotes responsible commuting to minimize traffic impact on the community that supports both campuses. The School's Transportation policy is articulated in the Good Neighbour Pledge, which can be viewed on our website. It includes pick up and drop off regulations to control vehicular traffic at both campuses. Traffic monitors patrol the Junior and the Senior campuses at peak times to manage traffic flow and priority access is given to the School buses and carpool vehicles. The School has quantitative targets for the reduction of School-associated traffic through busing, carpooling, walking and biking initiatives.
While we have made significant progress all round, the School busing program has been successful in achieving these reduction targets.

It is available to all students at no cost.

Booking forms and further details are available from the Transportation department at 604-224-1304 extension 3741.

DISCOUNTS

- **Brothers:**

For two or more brothers, each boy enrolled from the same family will receive a 2% discount off tuition fees. The discount is applied for the entire year in July.

OUTDOOR EDUCATION

- An Outdoor Education assessment is charged to all accounts at the beginning of the School year to cover additional costs associated with this program beyond tuition and boarding fees. Please refer to the School publication on this program for additional information.
- Students enrolled in the 'Discovery 10' program are assessed an additional fee for costs associated with this unique program.
- There are no refunds on the Outdoor Education fee. Under extenuating circumstances, and with the approval of the Principal or the Headmaster, the School may issue a refund.

PHOTOGRAPHS

- **Picture package:**

The basic picture package is included in the tuition fees.

- **Student I.D. Card:**

All students are required to have an identification card for use in a variety of programs. The first card is included in your tuition fees. There is a \$25 replacement cost for lost cards.

INSURANCE

- **General:**

The School does not provide insurance coverage for personal effects of any student. Parents are encouraged to ensure that their homeowner's policy provides coverage for student property while away from home. This is particularly important for Boarders.

- All Students, including Boarders, are required to be enrolled in the Medical Services Plan of B.C. For international students there is a three-month waiting period. During this period, the School, on behalf of the student, purchases private coverage insurance, which is subsequently charged to the student's account.

- **Trip Waivers and Consent Forms:**

Students of St. George's School will participate in a range of endeavours during the School year. These include, but are not limited to, academic, athletic, and cultural outings as well as Outdoor Education and may involve specific activities such as contact sports, canoeing, kayaking, skiing, rock-climbing, mountain biking, hiking, mountaineering, and wilderness camping. It is important that you complete the required medical forms to ensure that your son does not miss these opportunities and that appropriate and proper medical attention can be provided. It will also be necessary to complete the approved insurance contract for all activities that occur away from the School.



MEALS

- Day boys may bring their own lunch to School or purchase lunch at the School.
- The Junior School lunch program is limited to 150 participants and the request for placement is completed during the online registration process and is made with a one year commitment which can be paid in full or by term.
 - Term 1 – September – November
 - Term 2 – December – March
 - Term 3 – April – June
- The Senior School lunch program is also done during the online registration process but the commitment can be by term or by the full year. The terms are as follows:
 - Term 1 – September – November
 - Term 2 – December – March
 - Term 3 – April – June
- Boxed lunches (Jr School only) are available for purchase. These lunches must be pre-ordered the week before. Visit the School website for more information. These lunches will be billed to the student's account.
- Occasional lunches (Senior School only) are available for an additional cost. These lunches will be billed to the student's account.



FEE PAYMENT

Payment by installments is offered as an option to facilitate the payment of School fees. **There is no intended correlation between the three School terms and the installment payment program.**

Billings occur monthly and are sent by email. Fees are due dependent upon the payment option selected. Extras, such as music lessons or supplies, special class outings, trips and other incidentals are due upon receipt of the billing statement. Late payments (30 days overdue) are subject to interest charges at 24% per annum (2% monthly). A \$50.00 service fee will be levied for any returned cheque. **Please note that the School will not re-admit any student in September unless their account balance is paid in full.**

- **Option 1 - Full Pre-payment**

Pre-payment of fees by May 15 of each year will entitle you to receive a 1.5% discount on fees. This discount is not available on credit card payments. Please quote your student number on your cheque or include the Pay Advice from the fee statement.

- **Option 2 - Installment Payment**

This installment option requires three fee payments, as well as the payment of any extra expenses, to be made no later than May 15, September 15, and December 15. Post-dated cheques should be submitted with your first payment.

- **Option 3 - Monthly Installments**

This program is available allowing the payment of tuition fees for Day students to be made over nine months – May through January. To use this payment option, you **must complete and return the Pre-Authorized Debit (PAD) form to the Business Office**. Please ensure that you have sufficient funds in your account on the 15th of every month when the PAD is processed.

International Day Students are required to pay 100% of their tuition fees by May 15.

There is no monthly option for international day students. International day students fees are due in full upon acceptance to the School.

Boarding Students are required to pay 60% by May 15 and the balance by September 15. There is no monthly option for Boarding Students. International boarding fees are due in full upon acceptance to the School.

PAYMENT METHODS

1. **CHEQUE/MONEY ORDER:**

All cheques made payable to St. George's School.

2. **CREDIT CARD:**

A 3% administration fee will be added. Please call or email the Business Office with your credit card information.

3. **PRE-AUTHORIZED DEBIT (PAD):**

To set up the pre-authorized debit program, please forward a VOID cheque to the Business Office. If you have already done this and your VOID cheque information remains unchanged from the previous year, you do not need to submit another cheque. By selecting the Pre-Authorized Debit option, you acknowledge that quarterly top-ups or adjustments are permitted for occasional incidentals. You agree to cooperate with St. George's School to pre-authorize the processing of each and every PAD against your account whether authorized verbally, electronically or by signature equivalent, as the parties shall agree to constitute valid authorization. All terms have been read and fully understood. By selecting this option, you hereby authorize St. George's School to draw on your account, as indicated

by VOID cheque, for the following purposes: School Fees, trips, clothing and all other incidentals. This Authorization is provided for the benefit of St. George's School and our financial institution and is provided in consideration of our financial institution agreeing to process debits against our account in accordance with the Rules of the Canadian Payments Association (the CPA Rules).

4. ONLINE BANKING BILL PAYMENTS:

Payee name: St.George's School - Vancouver

Payee account number - 4 Digit Student Number

5. WIRE TRANSFER:

Wire transfer in Canadian or US dollar denominations are accepted. Please ensure that your son's name and account number are referenced in the wire description.

Wire transfer instructions are found at the bottom of every statement as well as in the Enrollment Contract.

** Please note we do not accept cash payments*

FINANCIAL AID AND SCHOLARSHIPS

- St. George's School awards in excess of \$1,500,000 annually in scholarships, financial aid and trip support.
- Please contact the Admissions Office for details regarding the School's Financial Aid and Scholarship programs.
- The Headmaster and Financial Aid Committee determine awards on the basis of the information submitted. Financial aid must be applied for annually ahead of set application deadlines.
- **Tour Assistance funds** for families in financial need may be available for representing the School on athletic tours, debating, public speaking, Model U.N. events, or other competitions that are also available and should be requested in confidence directly to the Headmaster. Awards are usually provided as a percentage of total cost.

SCHOOL STORE

St. George's School operates a School store at each campus from which the required School uniform and games clothing articles are available. Other optional wear and sundry items are also available for purchase. The uniform has been standardized to provide consistency in the blazer, gray pant and shirt styling. Parent(s) should purchase all items of the School uniform from the School Stores. Clothing items purchased at the School stores are labeled at the time of purchase.

BILLING INQUIRIES

Notify us of errors or questions about your bill. If you think your bill is wrong or if you need more information about a transaction on your bill, contact us, as soon as possible, at the Business Office, 4175 West 29th Avenue, Vancouver, B.C. V6S 1V1.

Phone: 604-221-3698. Email: accounting@stgeorges.bc.ca

Please do not write directly on your billing statement. (Use a separate sheet of paper or e-mail the Business Office). We will address the issue and respond to your inquiry. We ask that you contact us within 30 days of receiving your bill.

You may certainly telephone us and we will make every effort to deal with the issue. Please provide the following information:

- your name and account number;
- the dollar amount of the suspected error; and,
- a description of the error and an explanation, if possible, of the reason you believe there is an error.

BILLING ADDRESS CHANGES

Address changes should be updated promptly through the School website. Alternatively, you can contact the Business Office at: accounting@stgeorges.bc.ca

RECORD INFORMATION PRIVACY

St. George's School is committed to dealing with student records, including payment matters, in a confidential and private manner. We request that when dealing with your son's account, you deal directly with a member of the Business Office so confidentiality can be maintained. Specific student accounting information will not be released to any individual who is not a parent, guardian or a senior administrator of the School.

Student Record Files (SRF):

The School maintains a comprehensive record - other than fees - of your son's educational accomplishments. This is School property but parent(s) may have access to files (SRF) under School supervision.

Personal information about students, including academic results and behavioural characteristics, is routinely and necessarily disclosed to and used by teachers, counsellors and administrative personnel at St. George's School for purposes of recording academic progress, planning individual and class programs and, identifying and providing specific support strategies for individual needs where required.

The School may publish information about class averages and individual rankings but will only do so in such a way as to ensure that individual students are neither identified nor identifiable by persons other than the student and/or his parents/guardians.

Information regarding the academic results or behavioural characteristics of a specific student will only be provided to parents/guardians through the medium of report cards and other private transmissions. Academic results will be disclosed to post-secondary institutions only at the specific request of the student or the student's parents/guardians.

The School will publish news of student achievement in various areas, including athletics, the arts, and academics, in a variety of School media which will include, the names and accomplishments of individual students.

In addition, the School will provide information on address and phone #s to associated parties (e.g. Parents Association) and other staff members in the fulfilment of their duties. Should you have any questions, please address them to the Student Records Office or to the Business Office.

ADDITIONAL INFORMATION

Please consult the Student and Parent Handbooks, and School brochures for additional information regarding School policies governing standards, behaviour, and procedures, or contact the Admissions Office.



CONTACT DETAILS

Please direct your inquiries as follows:

- **ADMISSIONS OFFICE, JUNIOR SCHOOL**

Tel: 604-222-5813 | Fax: 604-224-5820 | Email: junioradmissions@stgeorges.bc.ca

- **ADMISSIONS OFFICE, SENIOR SCHOOL**

Tel.: 604-221-3890 | Fax: 604-221-3893 | Email: senioradmissions@stgeorges.bc.ca

- **BUSINESS OFFICE**

Tel.: 604-221-3698 | Fax: 604-221-3662 | Email: accounting@stgeorges.bc.ca



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stgeorges.bc.ca



info@stgeorges.bc.ca



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SENIOR CAMPUS: 4175 West 29th Avenue, Vancouver, BC Canada V6S 1V1 T: 604-224-1304 | F: 604-224-7066
JUNIOR CAMPUS: 3851 West 29th Avenue, Vancouver, BC Canada V6S 1T6 T: 604-224-1304 | F: 604-224-3515

ST. GEORGE'S SCHOOL IS PROUD TO BE ASSOCIATED WITH:



St. George's School acknowledges that we are situated on the unceded traditional territory of the Musqueam First Nation.