

Administrative Procedure 522

Business Administration

REGISTRATION DEPOSITS

BACKGROUND

The Charter Board believes in the collection of non-refundable deposits for the purposes of accurate budget planning and enrolment information.

PROCEDURES

1. Deposits for Registration
 - 1.1 Non-refundable deposits will be charged each year for the registration of a student into the School.
 - 1.2 Upon confirmation by the School to register a student, a parent must make a non-refundable registration deposit to complete one's registration.
 - 1.3 A registration is not considered final until full payment of the non-refundable registration deposit has been made.
 - 1.4 Under no circumstances are non-refundable registration deposits refundable.
2. Deposits for Enhanced Transportation Services
 - 2.1 Non-refundable deposits will be charged each year for registration the into the Charter Board's enhanced transportation services.
 - 2.2 Under no circumstances are non-refundable enhanced transportation service deposits refundable.
3. Conversion of Deposits into Pre-paid Fees
 - 3.1 At the beginning of each year, all non-refundable deposits for registration and enhanced transportation services will be converted into respective credits for school fees and transportation fees.

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