

Administrative Procedure 522

Business Administration

REGISTRATION DEPOSITS

BACKGROUND

Westmount Charter School (WCS) requires registration deposits to support accurate enrolment forecasting, staffing decisions, transportation planning, and responsible budget development. Registration deposits represent a commitment to attend the school or access enhanced transportation services and are applied toward approved fees.

PURPOSE

The purpose of this Administrative Procedure is to establish consistent, transparent, and legislatively compliant processes for the collection, management, and application of non-refundable registration deposits.

DEFINITIONS

Non-Refundable Deposit	A financial commitment paid by a parent/guardian to confirm a student's acceptance into an instructional program or enhanced transportation service. Deposits are non-transferable and non-refundable, and are applied as a credit toward approved instructional courses or transportation fees.
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PROCEDURES

1. Registration Deposits (Instructional Program)
 - 1.1 A non-refundable registration deposit shall be charged annually for students accepted into Westmount Charter School.
 - 1.2 Upon confirmation of acceptance by the School, a parent/guardian must submit the required non-refundable deposit to complete the registration process.
 - 1.3 Student registration is not considered final until the registration deposit has been received in full.
 - 1.4 Registration deposits are non-refundable.
2. Deposits for Enhanced Transportation Services
 - 2.1 A non-refundable deposit shall be charged annually for students applying for Westmount Charter School's enhanced transportation services.
 - 2.2 For students assigned to a bus, the deposit shall be applied as a credit toward transportation fees.
 - 2.3 For students placed on the transportation waiting list, deposits shall be held in trust and applied only if a transportation seat becomes available. If a seat is not assigned, the deposit shall be refunded.
 - 2.4 Transportation service deposits are non-refundable once a seat has been assigned.

3. Conversion of Deposits to Prepaid Fees

3.1 At the beginning of each school year, all registration and enhanced transportation deposits shall be converted to credits and applied against the applicable school or transportation fees.

3.2 Deposits shall be accounted for in accordance with Public Sector Accounting Standards and Charter Board financial procedures.

4. Accountability and Compliance

4.1 All deposits shall be collected, recorded, and managed in accordance with:

4.1.1 The *Education Act*;

4.1.2 The *School Fees Regulation*;

4.1.3 Charter Board financial policies; and

4.1.4 Applicable audit and reporting requirements.

Legal Reference:	<i>Education Act</i> <i>School Fees Regulation</i>
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