



Effective Date: October 2018

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Pacific Montessori Society Tuition Policy

Policy Statement

The Pacific Montessori Society expects students to be enrolled at Selkirk Montessori School until the end of the academic school year.

Parents/guardians who enrol students at Selkirk are contractually obligated to pay tuition fees. This is agreed to in writing during the registration process.

If a student leaves the school during the academic year, the Society will:

- Retain tuition fees for the students' last month of enrolment
- Collect an additional fee, equivalent to two months of tuition fees

Policy rationale

As an independent educational institution, the Pacific Montessori Society is responsible for expenses throughout the calendar year that include staff and administration salaries, building maintenance, lease payments, and more. Tuition fee revenue must be guaranteed so the school can meet its financial obligations.

Changes in family circumstances, disciplinary action, or other causes may result in a student leaving the school before the end of the academic year. Early departure of a student can have significant financial impacts on both the parents/guardians and the Society.

In such circumstances, this policy provides some flexibility on tuition-fee obligations while also partially protecting the Society's financial interests.

Scope

This policy applies to all tuition fees paid for students at Selkirk Montessori School.

Policy and Procedures

Determination of Tuition Fees

Tuition fee schedules are developed by school administration and approved by the Society's Board of Directors.

Parents/guardians agree to tuition fee rates as part of registration for enrolment.

If parents/guardians know at the time of registration (or at any time before or during the academic year) that the student will attend Selkirk for a limited part of the school year, a written notification should be submitted to school administration as soon as possible.

Administration may then determine pro-rated tuition fees based on a partial academic year.

In rare circumstances, the board may make a change to the tuition fee schedule after families have registered. In this instance, families will receive written notice of the fee change and have the opportunity to withdraw their registration if required.

Payment of Tuition Fees

Tuition fees are payable in advance either in full or on a payment schedule.

Payments in full:

- a) Payment must be received in full no later than June 1 for new and returning students for the upcoming school year.
- b) For late registrants, payment in full is due at the time enrolment is confirmed.

Payments on a schedule are as follows:

- a) Tuition fees for returning students and siblings are due the 1st or 15th of each month, starting on June 1st for 10 or 12 months. There is an annual, non-refundable deposit for returning students.
- b) Tuition fees for new students enrolled between January-May are due the 1st or 15th of the month, starting June 1st for 10 or 12 months. There is a non-refundable deposit of 20% of tuition for new students at the time of acceptance of a spot.
- c) Tuition fees for new students enrolled in July-August are due the 1st or 15th of the month, starting immediately and ending in March or May. There is a non-refundable deposit of 20% of tuition for new students at the time of acceptance of a spot.
- d) Tuition fees for new students enrolled during the school year are due immediately and will be prorated over the months the child is at school.

All tuitions should be paid in full by May each year.

Student Enrolment

A student who attends classes for one or more days of a month is deemed to be enrolled for the whole month and tuition fees are due for the whole month.

A student who is not attending classes is still deemed to be enrolled, unless school administration receives written notification from the parents/guardians that the student has been or will be withdrawn.

The end of enrolment will be the end of the month in which a withdrawal notification is received, or the end of the month of the date specified in the notification. Tuition fees are due for the whole month for either date.

Non-payment of Tuition Fees

Tuition fee payments agreed to at the time of registration and not paid will be treated as an unpaid debt. The Society's accountant and school administration will work with the parents to resolve the situation and, if necessary, pursue appropriate action.

If the non-payment occurs before the beginning of the academic year, the student's space may be considered available for another student.

Refund of Tuition Fees

If parents/guardians withdraw a student before the end of the academic year or other end of enrolment previously agreed to, the parents/guardians may be eligible for a partial refund of tuition fees.

Parents/guardians are eligible for a refund in the following scenarios:

- a) **If the student leaves before classes begin:** At least two months of non-refundable tuition fees have been paid. Example: If a student enrolls in May and fees for June and July are paid, then the student is withdrawn in August, the parent(s)/guardian(s) may be eligible for a refund of the remaining tuition fees.
- b) **If the student leaves after classes have begun:** Non-refundable tuition fees for the last month of enrolment have been paid, plus two additional months of tuition fees. Example: If a student were to withdraw in November, fees for November and two additional months must be withheld before a refund of the remaining tuition will be considered.

If the Society is unable to retain the fee amounts noted above, the board will not consider a refund of the remaining fees. Example: If a refund is requested during the last two months of the academic year or if scheduled payments are late.

To request a refund, the parents/guardians must submit written notification to school administration stating the date of withdrawal, a clear explanation for the withdrawal, and a request for any eligible refund of tuition fees.

Upon receipt of the written request, school administration and the Pacific Montessori Society Board of Directors will review the request.

The board will make a decision considering the following criteria:

- Parent/guardian consultation with school staff
- The amount of advanced notice given
- If all other options have been exhausted

If a student is dismissed (expelled) from Selkirk by the Head of School or their delegate, the administration shall provide a refund of eligible tuition fees.