

Tuition and Other Fees 2017 - 2018

Constituent Patrons*

Tuition per student \$ 13,000.00

Subsidized Yearly Tuition

J.K to Grade 11	\$ 6,000.00
Grades 12	\$ 7,000.00

Subsidized Monthly Tuition

J.K to Grade 11	\$ 600.00
Grades 12	\$ 700.00

Billed August 2017 to May 2018 - Due by the 1st

Sibling Discount

2nd Child	\$ 100.00	3rd Child	\$ 150.00
4th Child	\$ 200.00	5th Child	\$ 250.00

ADDITIONAL CHARGES (Both Patrons)

Processing Fee	\$ 50.00
Late Registration after August 25th	\$ 50.00

Music/Choir Fees

Grades 9 - 12 User Fee	\$ 30.00
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Other Fees & Charges

Application Package	\$ 150.00
Special Letters	50.00
Transcripts	10.00
NSF Charges	50.00
Parenting Course	30.00
ACT Prep Classes	30.00
Unclean Locker	15.00
Private Lessons (e.g. music)	Varies
Instrument Rental	Varies

Non-Refundable Fees

Tuition Deposit, Processing, and Application fee are non-refundable.

Non-Constituent Patrons

Tuition per student \$ 13,000.00

Subsidized Yearly Tuition

JK to Grade 11	\$ 9,000.00
Grade 12	\$ 10,000.00

Subsidized Monthly Tuition

JK to Grade 11	\$ 900.00
Grades 12	\$ 1,000.00

Billed August 2017 to May 2018 - Due by the 1st

Sibling Discount

2nd Child	\$ 150.00	3rd Child	\$ 200.00
4th Child	\$ 300.00	5th Child	\$ 350.00

Student Transportation

Monthly Pass	\$140.00
Monthly Pass (December and March)	120.00
10 tickets	45.00
Single Ticket	5.00
Travelling without Pass or Ticket	10.00

Child Care Program

Each Session - Before/After School	\$6.00
Second Child - Before/After School	4.50
Each 15 minutes after session	5.00

Other Discounts

Alumni (not to combine with other discounts)	5%
Early Payment Full Yr.. (Cash or Ch or Debit)	5%
Early Payment Full Yr. (Cr. Cards, & Online)	3%
Quarterly Payment(Cash, Ch. or Debit)	2%
Quarterly Payment(Cr. Cards & Online)	1%

All students are expected to register by August 25th
Processing Fee will be waived for Early Registrants

Contact Information

CAA - Administrative Office

Mr. N. Brown, Supv. Principal	Ext. 248
Mr. S. Dason, VP of Finance	Ext.. 226
Mr. D. Hall, VP of Advancement	Ext. 234
Mrs. J. Solomon, Sr.Acct. Admin	Ext. 225
Mrs. C. Nichols, AP Admin.	Ext. 273
Mrs. J. Gamez, Develop. Director	Ext. 248
Mrs. Dianne Brown, Collection	Ext. 221

Office Hours

8:30 a.m. - 4:30 p.m. Monday - Thursday
8:30 a.m. - 2:30 p.m. Friday

Crawford Adventist Academy

531 Finch Ave W. North York, ON M2R 3X2
Phone 416-633-0090 Fax 416-633-0467

Academic Office - JK - 8

Mrs. J. Burgin-Hall, Principal	Ext. 227
Mrs. S. Godsoe, Admin. Assistant	Ext. 271

Academic Office - 9 - 12

Dr. J. Maitland, Principal	Ext. 223
Mrs. K. Rambissoon, Registrar	Ext. 240

CAA - Peel Campus

2626 Mayfield Road, Caledon, ON L7C 3K7
Phone 905-459-0500 Fax 905-459-5464

Ms. Rose Wilson, Principal
Mrs. Darlene Squires, Admin. Assistant

CAA - East Campus

1765 Meadowview Ave., Pickering, ON L1V 3G7
Phone 905-839-0849 Fax 905-492-0849

Ms. W. Hutchinson, Principal
Mrs. Talita Perrin, Admin. Assistant

CRAWFORD ADVENTIST ACADEMY

Toronto, Peel and Pickering



Financial Information

2017 - 2018

**“Committed to Excellence in
Christian Education”**

Visit us online at:
www.caasda.com

2017 - 2018 FINANCIAL POLICIES

The Crawford Adventist Academy (CAA) is partially subsidized by the Ontario Conference of the Seventh-day Adventist Church. These subsidies assist in making our standard fees considerably lower than most independent schools. These fees are further reduced for members of Constituent Adventist churches who also subsidize our schools.

BILLING PROCEDURES

CAA billing procedures are as follows:

- Non-Refundable Tuition (Space Reservation) deposit of one month tuition on August 1st.
- Monthly tuition fee on the 1st of each month from September to May and all accounts are expected to be current.
- Parents are expected to make Pre-Authorized Payment arrangements. Other modes of payments are cash, cheque, major credit cards, debit card and online.
- Delinquent accounts or NSF cheques will affect all family members billed in the same account. They are required to pay by cash or money order .

PAYMENT OPTIONS

Pay the Tuition Deposit on the 1st of August and choose one of the following options suitable for you.

1. **Early Payment Option:** Pay remaining full year's tuition in advance before the first day of school with a 5% discount if paid by cash, cheque and debit card and 3% for credit card and online. Processing fee will also be waived.
2. **Quarterly Payment Option:** Pay remaining nine months tuition in three quarters on the last working day of August, November and February with a discount of 2% for cash, cheque and debit card payments and 1% for credit card and online payments.
3. **Monthly Payment Option:** Remaining 9 months tuition are due by the 1st of each month from September to May.

REGISTRATION:

All returning students are expected to register, obtain financial clearance and admission card on or before the last registration date in August. Late fee of \$50.00 and Processing Fee of \$50.00 will apply to those who register after the Registration date in August.

TUITION FEE

Tuition fee includes workbooks, textbooks, local field trips, yearbook, agenda, graduation and limited photocopies for all students. Also it includes Grade 12 College day trips.

REFUNDS

Unexpired fees are refundable with a formal written request addressed to the Business Office. Refunds will not be issued after May 1st. Registration, Processing Fee and Tuition Deposit are non-refundable.

FINANCIAL AGREEMENT

Parents who enroll their child/ren are responsible for payment of tuition and other fees and are required to sign a "Financial Agreement" form. The private information you provide will be secured. Both new and returning parents must complete and submit this form each year for subsidized constituent rate. Church confirmation must be filled in by your local Adventist church pastor or clerk.

LATE PAYMENT

Accounts that are outstanding at the time of billing will be subject to late payment charges at a rate of 2.0% per month. Monthly billings are due on the 1st and a period of two weeks may be extended. On the 16th a late payment charge will be applied to the outstanding balance.

TERMINATION OF EDUCATIONAL SERVICE:

All outstanding accounts must be a zero balance prior to registration. All student accounts will be reviewed on November 15th (1st Term) and March 15th (2nd Term) in the academic year. If your account is not up to date on these dates, CAA will terminate your educational service effective November 30 (1st Term) and March 31 (2nd Term).

CAA will not be responsible for students that are sent to school once educational services have been terminated. Students will not be permitted to the classroom and will be requested to remain in the Administrative office until picked up by a parent/guardian. The failure to pick up your student will result in notification of the authorities.

All student accounts must be a zero balance by June 15th, to be offered re-admission and to ensure student placement for the subsequent school year.

TEXTBOOKS

All textbooks distributed to the students must be returned to the teacher on the last working day of the school or end of each semester. Late fee of \$2.00 per book per week will be charged for late return. Replacement cost for damaged or lost book will be charged to their account.

TRANSPORTATION

Buses are arranged from Brampton and Pickering to transport students. Contact Principal's Office for registration and refer to back page for the cost.

DISCOUNTS

Early Payment Discount, Sibling Discount and Alumni Discount for Crawford graduate children. Contact Business Office for the details and application forms.

INTERNATIONAL STUDENTS

Visa Student - In addition to providing the appropriate documents, a visa student is required to pay in advance a fee of \$18,650 for Jr. Kindergarten to Grade 8 and \$19,400 for Grades 9 to 12. This includes application package, visa letter, tuition, miscellaneous fee and lunch. Children of Adventist members may be offered up to 10% discount on tuition fee provided proof of membership is submitted.

Visiting Student - In addition to providing the appropriate documents a visiting student is required to pay non-constituent rate of tuition. An acceptable pre-authorized plan should be submitted to the Business Office in advance for monthly tuition.

FINANCIAL AID

Each year a number of scholarships are available to deserving new/returning students. .

1. Financial Assistance Program: For JK to Grade 12.
2. Three - Way Matching Fund: For Grade 9 to 12

Contact Business Office for details and application forms before June 30th. Completed forms must be submitted to the Business Office with a copy of recent Tax Assessment Notice received from Canada Revenue Agency before July 1st. Parent of new student may submit Financial Assistance application within two weeks of acceptance in to the school.

MUSIC INSTRUMENT RENTAL

All students taking instrumental music or performing in an ensemble must have an instrument for classes and rehearsals. Students may provide their own instrument or rent one through the school's rental program. Contact Band Director for details.

TAX RECEIPT

Our schools provide a child care expense receipt and religious donation receipt. However, the school strongly recommends that you seek tax advice from your financial advisor before making a claim.

⇒ **Child Care Expense** - Under current legislation, students under 12 years old may be eligible for a child care expense receipt of approximately 20%.

⇒ **Religious Donation Receipt** - In consideration of our status as a Christian educational institution, we provide a religious donation receipt as per Canada Customs and Revenue Agency Circular No. 75-23 Dated September 29, 1975 based on variable percentage of fees. Tax receipts will be mailed before the last day of February.

⇒ **T4A** will be issued as per Canada Revenue Agency Regulation for Financial Assistance, Special Discount, Scholarships and all other discounts. These receipts will be issued on a school year basis and mailed by the last day of February. Student SIN will be required

CHILD CARE

Before/After School Care Program is strictly by registration. Refer to Registration Form for session hours and other details. Contact Elementary Office for registration.

E-STATEMENT

E-Statements (Statement by email) are a convenient, secure and environmentally friendly way of delivering your account statement. To register for this service call Accounts Receivable at extension 225.

ONLINE SERVICES

Tuition and other payments including donations can be securely processed at our web site www.caasda.com .