



ALBERT COLLEGE

Senior School Day Student Financial Handbook Tuition Fees, Payment Plans and General Information

2011 – 2012

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ALBERT COLLEGE DAY STUDENT FINANCIAL HANDBOOK 2011 – 2012

An independent education can be affordable. Albert College offers a variety of payment plans, scholarships, bursaries and tax credits to make the school more accessible to deserving students. Students must successfully complete the application process prior to being considered for scholarships or financial aid.

The purpose of the scholarship and financial aid program is to recognize excellence in a number of different fields and to give deserving students the opportunity of an Albert College education regardless of their families' financial resources. Each year, Albert awards over \$300,000. Financial aid may consist of a combination of a scholarship and a bursary. One in five students receives some support. Financial awards have increased in the past years reflecting the high priority the Board of Governors place on attracting talented students.

This handbook outlines how payment plans, bursaries, scholarships and tax credits help to make Albert an affordable choice for your child's education.

2011 - 2012 Day Student Fees

Grades 7 & 8	\$16,400
Grade 9	\$19,900
Grades 10 – 12/PG	\$21,200
New Student Enrollment Fee (one time, non-refundable)	\$2,000

Fees cover all program-related activities, such as camp, the theatre trip, the Grades 7 & 8 enrichment activities, travel and admission required by the school's athletic and cultural programs and some weekend social committee events. Library services, computer and technology services, the school yearbook, and student photographs are also included. All fees and charges are in Canadian dollars. Fees are not subject to the Ontario Harmonized Sales Tax (H.S.T.).

Five Day Boarding: A Five Day Boarding Program is also available to students who live in the surrounding area of the school at a cost of \$31,200 (grade 7 -8) and \$34,500 (grades 9 – 12/PG). Students go home on Friday afternoon and return Monday morning for Chapel. Please contact the Admission Office for more information.

Fee Payments

Payments should be made to Albert College by post-dated cheques, bank transfer to the Canadian Imperial Bank of Commerce (237 Front Street, Belleville, Ontario Canada K8N 2Z4, Account #10-00616, Transit # 00042, Swift Code CIBCCATT) or by Debit Card, Visa, MC or Amex. **Credit card payments are subject to a 3% administration fee.** Fees are billed 30 days in advance. Late payment charges for accounts outstanding at the time of billing are 1% per month. Fees are refundable, without penalty, if the school is advised in writing before April 30, 2011. After April 30, 2011, parents are liable for full fees.

There is no reduction in fees after April 30, 2011 for withdrawal or dismissal for any reason. See available payment plans on the following page.

Day Student Fee Payment Plans

Early Payment Option: Families benefit from a fee reduction when tuition fees are paid prior to March 1, 2011. *Credit Card payments are subject to a 3% administration fee for the Early Payment Option.*

	Grade 7 & 8	Grade 9	Grades 10-12/PG
Tuition	16,400	19,900	21,200
Early Payment Reduction	(400)	(500)	(500)
Total Payment Due – March 1, 2011	16,000	19,400	20,700

Standard Payment Option: This option includes three installments with two post-dated cheques required with the Reservation Deposit.

	Grade 7 & 8	Grade 9	Grades 10-12/PG
Reservation Deposit – March 1, 2011	4,000	4,000	4,000
Summer Installment – July 1, 2011	8,000	10,000	10,000
Fall Installment – September 1, 2011	4,400	5,900	7,200
	16,400	19,900	21,200

Monthly Payment Option: Payments are spread out over twelve installments. Eleven post-dated cheques are required with the Reservation Deposit. An administration fee of 2% is included in the Summer Installment for handling and financing costs. The Sundry Expense Account Advance of \$600, \$1,400 and \$1,470 for grades 7/8, grade 9 and 10 – 12/PG respectively is included in the Summer Installment.

	Grade 7 & 8	Grade 9	Grades 10-12/PG
Reservation Deposit – March 1, 2011	4,000	4,000	4,000
Installment – April 1, 2011	1,800	2,500	2,500
Installment – May 1, 2011	1,800	2,500	2,500
Installment – June 1, 2011	1,800	2,500	2,500
Installment – July 1, 2011	1,800	2,500	2,500
Seven Installments of \$ 875 each	6,125		
Seven Installments of \$ 1,100 each		7,700	
Seven Installments of \$ 1,300 each			9,100
	17,325	21,700	23,100

Sibling Discount for additional children is \$1,000. For additional children attending the EPLC, junior, middle and senior school, the sibling discount will be applied at the lesser rate of each school. This amount will be deducted from the Summer Installment. Scholarship and Bursary amounts will be applied to the Summer Installment.

Enrollment Fee (non-refundable) \$2,000

This one time fee is payable upon acceptance of an offer of admission for new students. Receipt of the enrollment fee secures a place for a new student. This fee is not an advance payment of tuition and cannot be applied to other outstanding amounts. The fee is used to fund ongoing property and building rehabilitation.

Textbooks

Textbooks are ordered on-line through the Albert College website (www.albertcollege.ca). There is a 5% discount for ordering prior to June 30, 2011. Textbooks will be delivered to your home in August 2011. Textbook costs can range from \$400 to \$800 and payment is made directly to the book company by cheque or credit card. It is important to order early to ensure availability. Textbooks may be returned to the business office at the end of each academic year. They will be shipped to the book company for a credit. The credit will be returned directly to you when the books are resold by the book company. Alternately, you may ship your textbooks directly to the book company.

Sundry Expenses and Other Charges

Personal expenses and other charges are billed monthly. Individual charges vary widely among students, due to different athletic, outdoor and cultural interests, and spending habits. There are additional charges for school uniforms and textbooks. Other charges may include: clothing and supplies, sundries and snacks sold through the Guild Shop, team uniforms, Kingston, Napanee and Picton van transportation, musical instrument rental, career testing and university admission applications, graduation pictures, replacement student agenda, damage charges, ski and adventure trips, NSF cheques, and other optional events as they occur.

In order to maintain charging privileges, it is expected that the Sundry Expense Advance will be replenished as needed throughout the year. Cash advances and allowances to students processed by credit card are subject to a 3% administration fee.

Musical Instrument Rentals

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. Costs for rental instruments range from approximately \$160 to \$350, depending on the instrument chosen. Rental arrangements will be made during the first week of classes and will be billed to the student's account. Throughout the year there may be charges for maintenance goods, such as reeds and oil, but all repairs (except malicious damage) are covered under the rental contract.

Personal and Medical Insurance

Albert College cannot accept responsibility for loss of, or, damage to, a student's personal property. Parents should ensure that student's personal belongings, including computers and bicycles, are insured while at school.

A copy of each student's Health Card or health insurance policy must be on file in the Health Centre prior to school opening. Students who have not provided or do not have an Ontario Health Insurance Plan card or private medical insurance will be enrolled in the Student Health Insurance Plan. The plan covers most prescription drugs, and other medical professional services. The premium of approximately \$800 annually is billed to your account during the first term.

Late Payment

Accounts that are outstanding at the time of billing will be subject to late payment charges at a rate of 1% per month. Monthly billings are normally mailed by the third working day of the following month. Sundry Expense Accounts are expected to be remitted monthly. Students will not be permitted to make further purchases if an outstanding account exceeds \$500. Failure to comply with the agreed terms of payment may result in the student not being admitted to the school for the subsequent term or academic year. In addition, the school may not permit students to attend classes, write exams or may withhold marks and exercise other sanctions as it deems necessary for the collection of overdue accounts. No student will be permitted to re-enroll until fees and expenses from the previous year are paid in full.

Tax Credits

Albert College provides a child care expense receipt for all children in Grades 7 & 8; however, **the school strongly recommends that you seek tax advice from your financial advisor before making a claim.**

Financial Assistance - Scholarships (please see attached Scholarship Application)

Each year several Albert College Scholarships are available to deserving new students entering grades 7 through 12/PG, including grade 6 students at our Junior School. They are awarded on the basis of merit and achievement as established by Albert College or the donor. In addition to completing an Albert College Application and submitting the application fee, prospective students must submit a Scholarship Application form, a Teacher Evaluation form, and a copy of the two most recent academic reports, which demonstrate a serious commitment toward academic excellence. Students write a Scholarship Examination that tests mathematics and English. Day students will write the Scholarship Examination at the time of their interview/tour at Albert College. The Scholarship Application deadline for prospective students is January 30, 2011. However, subsequent applications will be considered on an individual basis and announced accordingly.

Scholarship students are also eligible for bursary assistance, if the amount of the scholarship is insufficient to enable them to attend the school. Scholarships are renewable each year, provided the recipient maintains good academic standing, participates in school life and meets all other requirements of the school. All awards are taxable to the student.

Financial Assistance - Bursaries

Bursaries are grants funded by donations and the school's Endowment Fund. Donations are made to the Annual Fund by alumni, individuals and foundations who support the Albert philosophy and wish to provide the opportunity for talented and deserving students to attend the school. Bursaries are awarded by the school and carry no obligation of repayment; although, it is hoped that beneficiaries will, in the future, become donors to the Annual Fund. Some bursaries carry a citation recognizing the various individual attributes which contribute to a well-rounded student population. Bursaries are renewable each year, provided the recipient maintains good academic and social standing. However, all families must reapply annually. All bursaries are taxable to the student. Albert College is a member of the Financial Aid for Canadian Students (FACS) program.

Financial Aid - Application Process

To apply for Financial Aid - **Scholarships**, students must complete the scholarship application attached to this Financial Handbook. In order to be considered for an Albert College Scholarship, students must also submit the following:

- a completed enrollment application form with the applicable fee
- a completed Teacher Evaluation form
- a copy of the two most recent academic reports, which demonstrate a serious commitment toward academic excellence

To apply for Financial Aid - **Bursaries**, families must complete the Parents' Financial Statement (PFS), which is available through the Admission Office or on-line under the Scholarship & Bursary section of the school's web-site. Completed forms, including a non-refundable application fee ranging from \$75.00 per school, depending on the method of payment, are returned directly to Apple Financial Services for analysis to determine need prior to consideration by the Albert College Financial Aid Committee. Renewal applications for students currently receiving financial aid must be completed annually and submitted to Apple Financial Services for review by January 30, 2011. Applications for new families enrolling after this date, will be accepted and considered after this date.

Financial Aid Committee Decisions

The Parents' Financial Statement and the Financial Aid for Canadian Students (FACS) needs analysis are reviewed by the Albert College Financial Aid Committee. The school's financial aid budget does not meet the needs of all the applicants. The Financial Aid Committee does its best to distribute awards as broadly as possible to the most deserving students. The school holds this information **in strictest confidence** and families are asked to do the same with all awards. Notice of assistance is made as soon as possible after January 30, 2011.

FREQUENTLY ASKED QUESTIONS ON FINANCIAL AID

1. What is financial aid?

Financial aid provides funds to families who need assistance to meet the tuition expense of an independent school. Funds are provided from interest on the school's Endowment Fund and from donations. A request for financial aid in no way affects the admissions decision.

2. Who can apply for financial aid?

Anyone can apply for financial aid. It is important for applicants to realize that the assistance program is meant to supplement, not to replace the family's financial commitment. Only students who have been admitted by the Admission Committee can be considered for aid. Requests regularly exceed the financial aid budget. However, with the significant sacrifices families are prepared to make for students receiving aid, the majority of students accepted are able to attend.

3. How is financial aid determined?

Albert College provides the Financial Aid for Canadian Students (FACS) application form and FACS uses a standard formula to determine the needs of each family. Consideration of income, expenses, assets and debts, age, size of family and the number of children at tuition paying schools and universities establishes the need. The school's Financial Aid Committee then determines an award that may be a bursary or a combination of scholarship and bursary.

4. How much can we expect to receive?

Most awards for families who qualify are between \$2,000 to \$5,000 for day students. In determining the aid awarded, consideration is given to financial need, academic achievement and breadth of contribution. Families with significant assets may be disappointed and are encouraged to consider bank loans.

5. Is there a limit to the amount a family can receive?

Albert College believes that every family, regardless of means, should contribute something to the education of their child. Each case is considered individually and therefore aid may differ significantly from one case to the next.

6. Is the financial aid renewable each year for the same amount?

Each year is considered separately and therefore a new application must be completed for the next school year. Changes in financial status may affect the size of the award. Generally, the amount awarded remains the same until graduation, provided the student is in good academic and social standing. Families are considered for aid only if previous school bills have been paid in full.

7. What happens if the parents are divorced or separated?

The school requires both parents to submit financial statements. Confidentiality is assured. A contribution from the parent with whom the student does not reside is expected only after all special circumstances; including child support and alimony are considered.

8. What if someone of apparent greater wealth receives aid and you do not?

The Financial Aid Committee reviews a statement of the needs of each family. Full financial disclosure of income and net worth is required, and income tax returns may be requested. It is unlikely that someone of apparent greater wealth will receive more aid, but as both need and the overall contribution of the student varies, so can awards. Some named scholarships are publicized; bursaries are not. The school, and, we hope, the families, take confidentiality very seriously.

9. Where are applications for financial aid available? Is there a deadline?

You may obtain an application by calling the Admission Office or visiting the school's web-site www.albertcollege.ca under Scholarship &

Bursary information. You may also receive specific information when you visit or tour the school. New forms are available in October and the deadline for submission is January 30, 2011. Decisions are mailed shortly thereafter. Applications for new families are accepted after January 30, 2011; although, the funds available may be limited.

Parent Ambassador Program

For over 150 years, Albert College has been offering an excellent learning environment, yet there are some who still remain unfamiliar with our achievements. Who better to describe the College's strengths than our own family members? As the old adage goes "word of mouth" really is the strongest form of advertising. Our Parent Ambassador Program is an initiative designed to recommend Albert College to prospective families. There are many ways that our current families can assist in the program. Parents can display viewbooks in their place of business; write a testimonial on the Albert College experience for our marketing materials; invite friends and acquaintances to open houses and showcase events; act as a reference for the college so that prospective parents can ask questions; attend school admission fairs and invite potential parents to attend; or with the assistance of the Admission Department, offer to hold small information sessions in their home for friends and acquaintances.

We want to continue to spread the good word about the "Albert College difference" both at home and abroad and we would greatly value the assistance of our current families. Please contact the Admission Office if you are able to assist.

Advancing the School through Charitable Giving

Tuition fees cover the day-to-day operating expenses of the school such as staff salaries, maintenance, taxes and the depreciation of assets. However, it is the generosity of the Albert College community of parents, alumni and friends that enables the school to move forward in the areas of capital improvements, new academic and co-curricular programs, and student financial assistance.

As for most independent schools, the provision of these enhanced services, facilities and programs depends upon the level of charitable giving. Although always voluntary, it is hoped parents will include Albert College as a deserving recipient of their annual or special charitable giving.

Donations to the College can be made through gifts of cash, gifts-in-kind, bequests, gifts of life insurance, capital assets, and others. All are eligible for charitable tax receipts issued by Albert College.

We strive to make education at Albert College accessible to students of diverse backgrounds. Albert College does not discriminate on the basis of gender, race, religion, national or ethnic background in the administration of its admission and financial aid policies.



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