



*“Eaton Arrowsmith” refers to Eaton Arrowsmith locations in Vancouver, Redmond and White Rock, Eaton Arrowsmith Adults in Vancouver and Redmond, and Eaton Arrowsmith Learning Centre, each of which is referred to herein as “Eaton Arrowsmith” or the “school.”*

*Eaton Arrowsmith may add, modify or remove portions of this Policy when it is considered appropriate to do so. Any changes will be effective upon the posting of the revised policy. The most recent version can be found online at: <http://www.eatonarrowsmith.com/tuition/>.*

## **Eaton Arrowsmith Registration Policy**

### **A) Initial Registration and Start Dates For Full Time and Half Day Students (not including students in the Concussion / Brain Injury Program and the Executive Functioning Program)**

- i. Enrolment for an upcoming academic school year (i.e. **enrolling for a school year before the first day of classes in September**):

Typically, students enroll for a September start date. If a student will be joining the school year after September 30<sup>th</sup> and before October 31<sup>st</sup>, tuition will be prorated. After that, tuition is prorated as though the student were starting on November 1<sup>st</sup>, even if the student is starting later in the year. *(See exception below for January start dates.)*

- ii. January start dates **for students from countries with an academic year beginning in January/February**:

Families from Australia, New Zealand, or other countries with an academic year that starts in January/February who wish to start at Eaton Arrowsmith in January have 3 options:

1. January start dates can be offered on or after November 1<sup>st</sup>, if and only if there are spaces remaining in the appropriate site and classroom. *(Our mid-year start date policy of starting within one month of an admissions offer is extended for students starting in January due to our schools' closures during winter break.)*

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2. Alternatively, to secure a January start before November 1<sup>st</sup>, a family can pay for a November 1st start (at any time) and then arrive in January.
3. Families wishing to start in January may also contact our admissions team about being matched up with another family from Australia or New Zealand (or another country with a school year starting in January/February) who is hoping to leave in December. If this can be arranged, both families can enroll by paying for a full academic year. Both families must enroll and be matched on or before November 1<sup>st</sup>. Once both students' enrolments (September to December and January to June) are confirmed, tuition for the portion of the year each student is not attending would be refunded to both families.

iii. Mid-year enrolment during a school year:

Mid-year start dates are offered to new students if and only if there are spaces remaining in the appropriate classroom and site. To receive pro-rated tuition, a student's start date must be within one month of the admissions offer. Alternatively, a family can register for an earlier date and then start when they are ready. *(For example, a student can register on October 1 for a November 1 start date and then start in December.)*

Please note that new full time and half day students starting a school year after December are asked to confirm enrolment for the following school year as well.

## **B) Tuition Fees for All Programs**

i. Tuition fee due dates:

All payment/s must be received before the student starts his/her classes (including all post-dated cheques if a family opts for installment payments by cheque).

ii. Pro-rated fees for students starting mid-year (if applicable – see above):

- a) Full Time and Half Day: If a student is eligible to receive pro-rated tuition, tuition is pro-rated based on whether the student is joining in the 1<sup>st</sup> to the 14<sup>th</sup> or the 15<sup>th</sup> to the 31<sup>st</sup> of the month.

- b) Part Time Programs: If a student is eligible to receive pro-rated tuition, tuition is pro-rated based on the number of sessions remaining in the year.
- iii. Confirmation of Continued Enrolment (for current families, full time and half day enrolment only, not including the Concussion / Brain Injury Program and the Executive Functioning Program):

For the full time and half day program, any current families (families with students enrolled and attending by the end of November) who confirm continued enrolment for the following year (by returning all forms and payment) before the January deadline will receive a discount of \$1000 in the form of a refund.

- iv. Funding:

Students and their families are responsible for a student's full tuition fees. In cases where external funding is expected, Eaton Arrowsmith requires full payment from the family and, if and when funding is received, a refund will be provided.

- v. Family Discounts:

Eaton Arrowsmith is pleased to offer a small family discount for additional members of an immediate family (spouses, parents, children, and/or siblings of the original student). This discount is applied to the lower tuition amount (i.e. if two siblings are enrolled in a part time program and a full time program, the discount would be applied to the tuition of the student enrolled in the part time program). If the student with the higher tuition amount withdraws, the tuition of the student with the lower tuition amount will be increased to the full amount.

- vi. Tuition paid by multiple family members:

Families are responsible for a student's full tuition fees. If tuition is being paid by multiple family members, each parent or family member is responsible for their own portion of the fees. In the event where one party defaults on payment, Eaton Arrowsmith reserves the right to contact the other party for the outstanding balance of the student's overall tuition fees.

**C) Program transfers (i.e. switching from part time to full time or vice versa)**

Any program transfers must first be approved by the site principal/director and are dependent on fit for the program, classroom space and staffing. If the new program has a lower tuition fee, the difference will become a credit on the student's account that can be applied to another program in the same year for that student or for an immediate family member. Alternatively, a student can withdraw under the tuition refund policy and then register for the new program separately.

**D) Program adjustments (adding or reducing periods per day):**

Any program adjustments must first be approved by the site principal/director and additional periods per day are dependent on classroom space and staffing.

Students wishing to attend fewer periods per day/week than the program they are enrolled for will not receive reduced tuition / refunds. *The only exception to this is if a student can share the space with another student (this must be approved by the site's principal/director). To do this, families can work together to propose a shared space schedule, and, if approved, they will be offered adjusted tuition fees to reflect the periods per day the student will be attending.*

Students wishing to attend additional periods per day (i.e. half day students adding cognitive periods) will have additional tuition fees based on the number of exercises added.

**E) Arrowsmith Programming Assessment before enrolment:**

Standard tuition fee schedules include assessment fees for full time, half day, and part time students in their first year of the Arrowsmith Program. The Motor Symbol Sequencing Program (MSS) and the Cognitive Enhancement Program (CEP) do not require an Arrowsmith Programming Assessment.

Students who have received the Arrowsmith Program Assessment at another Arrowsmith site will receive a \$1000 discount from their first year's tuition.

Students who receive an Arrowsmith Program Assessment as part of the Eaton Arrowsmith assessment process will have their assessment fee deducted from their first year tuition fees if the student enrolls. (Please note that this is for Full Time, Half Day and the regular Part Time program only and does not apply to Summer Cognitive Enhancement Program, Cognitive Enhancement Program and Motor Symbol Sequencing Program).

## F) Absences, Withdrawals and Deferrals:

Tuition is not refunded or reduced for days a student is absent, with the exception of prolonged absences due to medical conditions (see below).

### i. Medical Conditions Resulting in Absence and/or Withdrawal:

In the case of a medical condition that will result in a student's prolonged continual absence (greater than one month), the student's family should notify the principal/director in writing (email is acceptable) that the student is ill and provide a doctor's note. If the student will be continually absent for longer than one month, the student/family may request a leave of absence due to medical condition. These will be evaluated on a case-by-case basis. Any refund or reduction in tuition would only apply to the days after the initial written notification accompanied by a doctor's note is received.

If the medical condition results in a student's withdrawal, the tuition refund policy (please see your tuition fee schedule) would be applied.

### ii. Deferrals:

Students deferring until the following year (before the student starts) have two options:

1. Stop payments and resume at the following year in accordance with the most current fee schedule.
2. Withdraw in accordance with the Tuition Refund Policy. The fees retained by Eaton Arrowsmith could then be applied to the following year if the student enrolls.

### iii. Withdrawals:

To withdraw from the program at any time, a student/family must complete a withdrawal form. These can be obtained from the principal/director of the site.

Please refer to the Tuition Refund Policy for more information ([www.eatonarrowsmith.com/tuition](http://www.eatonarrowsmith.com/tuition)).

*If you have any questions about our registration policy, please contact our Registrar, Rose McLachlan at [rmclachlan@eatonarrowsmith.com](mailto:rmclachlan@eatonarrowsmith.com) or 604-264-8327.*