University of Alberta, Faculty of Education
Department of Elementary Education

Junior Kindergarten

Fee Structure 2016-2017

Total Full-Year Fees: $3,700 ($3,600 tuition + $100 application fee)
Note: Field trips are not included.

(If start later in year, tuition fees are adjusted accordingly.)

1. Keep this Fee Structure page for your records.
2. Complete the Fee Payments form on the next page and submit with application.

1	**Application Fee** **$100.00** • non-refundable • due with application	This fee is used to process applications for each school year and/or for placement on the waiting list. The fee is **non-refundable** and does not guarantee placement in the program. You are welcome to contact the office (as below) if you would like to know the status of enrollment before sending in an application.
2	**Confirmation Deposit** **$400.00** • non-refundable * • due May 31, 2015 • counts towards September 2015 fee • could be included in early lump payments	Once a child has been accepted into the program, we require a non-refundable Confirmation Deposit to be paid by May 31, 2016. This deposit is to confirm your intention for your child to attend the Jr. Kindergarten. The Confirmation Deposit does not increase the yearly tuition. It is applied to your September 2016 monthly payment. This early payment secures the child's place and is used to purchase supplies and for school startup. If the Confirmation Deposit is not received by May 31st, the waiting list may be used to fill any unsecured spots. ***Please note**: Confirmation Deposit cheques must be dated on or before May 31, 2016 to be considered received by May 31, 2016.*
3	**Remaining Monthly Tuition Fees** **$400 per month** from October 2016 to May 2017. • due before the 1st of each month	The Junior Kindergarten is a non-profit organization. Fees are collected in order to purchase supplies, pay salaries, etc. The total yearly tuition fee for the 2016-2017 Junior Kindergarten program is $3,600. This can be paid in lump sum payments or, for your convenience, split into 9 equal monthly payments of $400 (Sept to May inclusive). Please note these monthly payments are not based on the number of school days in the month.
4	Please contact the University of Alberta Parking Services if parking is required.	

Note: The above scenario is for a student that is registered before the school year starts. If a student starts later in the year or has to withdraw during the year, the application fee is still required, but the tuition fees are adjusted accordingly. *Please note withdrawal policy below*.

Types of payments accepted:

Credit card - Visa, MasterCard, Amex

Cheques - **must** be made payable to "University of Alberta"

Withdrawal and Refund Policy: *(Written notice is required to withdraw a child from the program.)*

- The application fee is not refundable at any point.
- **Before school year starts:**
  - If a confirmation deposit has been paid but **has not been processed** at the office yet, it will be returned. *
  - If the confirmation deposit **has been processed** at the office (e.g., cheque cashed, credit card charged), the fee cannot be refunded.
- **After the school year starts**:
  - We require at least one full calendar month's written notice addressed to the Child Study Centre Director (contact info below). We appreciate more notice if possible so that other interested families can be offered a placement. No partial months are refunded. If a lump sum fee has been paid for future months, the fees for the remaining months (after one calendar month's notice) will be refunded. Note: Refunds will not be possible for withdrawals in the months of April, May, and/or June.

phone: (780) 492-7341 | fax: (780) 492-7622 | email: chstudy@ualberta.ca
Child Study Centre, University of Alberta, 551 Education South, Edmonton, T6G 2G5

University of Alberta, Faculty of Education
Department of Elementary Education

Junior Kindergarten

Fee Payments 2016-2017

Total Full-Year Fees: $3,700 ($3,600 tuition + $100 application fee) - *field trips not included*
(If start later in year, tuition fees are adjusted accordingly.)

**** Please see Fee Structure page for an explanation of these fees and the withdrawal/refund policy. ****

Student Name: *(print)* _____

Parent/Guardian(s) Name: *(print)* _____

- Cheques **must** be made payable to: **University of Alberta ***
- Your payment instructions can be changed at any time with one month's notice.
- Receipts will be made out to the name on the payment. If a grandparent makes a payment, the receipt will be made out to the grandparent. So the parent may not be able to claim this on their taxes.
- Any of these fees can be combined into lump sum payments.
- Cash is not recommended, but we understand it is sometimes necessary. Please accompany cash with our "Cash Payment" form. Cash payments for monthly tuition are due **before** the 1st of each month.

Fee Type	Payment is processed:	Choose payment type for this fee	Notes
1 **Application Fee** **$100.00**	On receipt *(Non-refundable)*	❑ Credit Card	• enter credit card details below
		❑ Cheque *	• cheque number: _____ *(attach)*
2 **Confirmation Deposit** **$400.00** *Sept. 2015 payment, due May 31, 2016*	After May 31, 2016	❑ Credit Card	• enter credit card details below
		❑ Cheque *	• cheque number: _____ *(attach)* • must be dated May 31, 2016 or earlier
3 **Remaining Monthly Tuition Fees** **$400 per month** *(October 2016 to May 2017 inclusive)*	Near the beginning of each school month.	❑ Credit Card	• enter credit card details below • this card will be used for each monthly payment until instructions change
		❑ Cheques *	• attach post-dated cheques for each month, $400 each, dated the **1st** of each month • Cheque numbers: _____

By signing this, I confirm that I have read, understand, and agree to the withdrawal policies on the Fee Structure page.

_____ _____
Date *Signature of parent/guardian shown above.*

If credit card payments are chosen, please complete details here:

❑ Visa ❑ MasterCard ❑ Amex	
Card number:	Expiry:
Name on card *(print)*:	
Card owner signature:	

The information collected on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of collecting fees for the Child Study Centre Junior Kindergarten program. Questions concerning the collection, use or disposal of this information should be directed to the Director of the Child Study Centre (contact information below).