

Tuition & Payment Policy

To confirm your child's position in any Wind & Tide Development Program, you will be required to pay a Registration Fee (*as stated below*) and submit your completed Payment Form. This form outlines the program tuition and tuition instalment payment schedule, in addition to your payment authorization.

REGISTRATION FEE

A non-refundable Registration Fee of \$50 per year, per student is required for all full-year Development Programs (Ready to Read, Toastminors and Ready to Lead), except Kickstart and any 10-week Adapted Development Program.*

***A non-refundable Registration Fee in the amount of \$30 is required for Kickstart and any 10-week Adapted program (Kickstart starts in September and runs for a total of 15 sessions only. The Ready to Read 10-Week Adapted Program starts either in mid-October and runs for a total of 10 sessions only).**

TUITION & PAYMENT SCHEDULES

Tuition and the applicable payment instalment amounts for each term for Wind & Tide's Development Program are listed below. Please note that tuition instalment payments are authorized on the Payment Form that is provided when you confirm your child's registration in the program.

Development Program	Number of Tuition Payment Instalments	Amount per Instalment Payment
Kickstart (15-session Program)	2	\$150.00
10-Week Adapted Program (10-session Program)	1	\$190.00
Ready to Read (Full Year Program September – May)	6	\$200.00
Toastminors (Full Year Program September – April)	3	\$190.00
Ready to Lead (Full Year Program September – April)	3	\$190.00

Scheduled instalment payments for tuition for **Kickstart** & any offered **10-Week Adapted Program** will be processed on the following dates:

TERM PROGRAMS Offered in September only	INSTALMENT 1 PAYMENT DATE	INSTALMENT 2 PAYMENT DATE
Kickstart	August 15*	September 15
10-Week Adapted Program	September 15*	

Scheduled instalment payments for **Ready to Read** tuition will be processed on the following dates:

READY TO READ	TERM 1 (September Start) PAYMENT DATES	TERM 2 (January Start) PAYMENT DATES
Instalment 1	August 15*	January 1
Instalment 2	September 15	February 1
Instalment 3	October 15	March 1

Scheduled instalment payments for tuition for **Toastminors** and **Ready to Lead** will be processed on the following dates:

TOASTMINORS & READY TO LEAD	TERM 1 (September Start) PAYMENT DATES	TERM 2 (January Start) PAYMENT DATES
Instalment 1	August 15*	January 1
Instalment 2	September 15	

*In lieu of charging a deposit at the time of registration for any Development Program, tuition payments will begin the month prior to classes starting.

WITHDRAWAL POLICY FOR DEVELOPMENT PROGRAMS

- To withdraw your child from any Wind & Tide program, requests must be submitted in writing to the Administration office using the Withdrawal form which is available online in the Document Library on the Parent Portal.
- Registration Fees are non-refundable and non-transferable.
- Withdrawing your child from a program *before it begins and before the first instalment payment date*, will cancel all future tuition payments for that program.
- After the term's first instalment payment date, *you will have until 6:00pm on the day of the third class of Term 1 to withdraw your child from the class*. Any withdrawal requests received within this period will qualify for a refund of the first instalment, less a withdrawal fee (as outlined on the program Payment Form completed at the time of registration). All future tuition payments will also be canceled.
- If you submit a request to withdraw your child *after the third class for Term 1*, you will be financially responsible for all scheduled Term 1 tuition payments (example: If you choose to withdraw your child after the fourth class in Term 1, you will still be obligated to pay all remaining instalment payments posted under Term 1 as outlined on the previous page). However, all future tuition payments for Term 2 will be canceled.
- To withdraw your child from a Development Program *after the completion of the Term 1, but before beginning Term 2 in January*, **please FAX or EMAIL your completed Withdrawal form on/by December 31 of that same year** to the Administration office. *Note: In the event that the Administration office is closed or after hours (ex: weekends), please email your request to withdraw your child from a program as it will be time-stamped according to the time and date it was received*. Withdrawal requests received on/before this day will qualify for a refund of the first instalment for Term 2, less a withdrawal fee. All future tuition payments will also be canceled.
- If you submit a request to withdraw your child from a Development Program *after the first instalment payment date for Term 2*, you will be financially responsible for all remaining Term 2 tuition payments (as outlined on the previous page), unless your child is considered as a late registrant as specified below*:

Withdrawal Exception for Mid-Year/Late Registrants starting a Development Program in Term 2

For *new students* registered mid-year to start a Development Program *beginning in January for Term 2*, you will have until 6:00pm on the day of the third class of Term 2 to withdraw your child from the class. Any withdrawal requests received within this period will qualify for a refund of the first instalment, less a withdrawal fee (as outlined on the program Payment Form completed at the time of registration). All future tuition payments will also be canceled.

If you submit a request to withdraw your child *after the third class for Term 2*, you will be financially responsible for all scheduled Term 2 tuition payments (example: all instalment payments posted under Term 2 as outlined on the previous page).

- Upon registration, parents/guardians must submit a completed Payment Form as agreement that they are financially responsible to pay any tuition or applicable fees for all terms their child is registered in a program, including NSF payments which will be subject to a \$15 NSF Fee.
- Under Wind & Tide's payment policy agreement, parents/guardians also acknowledge that any overdue, declined, or NSF payments must be submitted within 10 business days and that Wind & Tide reserves the right to refuse or revoke a child's registration from any program, at any time, due to any unpaid/outstanding balance on a family's account that is not paid by the requested deadline.
- Wind & Tide reserves the right to cancel classes due to insufficient enrollment and/or unavailability of instructors and will make every effort to transfer a child's registration to another suitable class. In the event that another class is not available, Wind & Tide will refund all fees (including the Registration Fee).
- For a complete copy of **Wind & Tide's Policies**, visit www.windandtide.com/Documents/W&TPolicies.pdf

CONTACT US

If you require more information about our Development Programs, please contact Wind & Tide's Administration office at 604.575.0549 or email admin@windandtide.com