



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number G 5.0
Policy Title	Tuition and Fee Agreements
Date of Review	August, 2023

OVERVIEW

At FFLA it is our goal to keep our tuition and supplies fees as low as possible while still maintaining the high level of quality private education that our students deserve. Please note that our tuition is not fixed from year to year. It is not officially released each year until we have reviewed the Budget released by Alberta Education each spring, for the following school year. It can be assumed that at a minimum, our fees will go up each year by an inflation estimate. In addition to Tuition, there are classroom supplies, workbooks, electives and work book fees that vary by grade. All fees are posted on our website. Please also note that there are additional fees for special optional events, like the annual Outdoor Education Camp in May each year.

Agreement

1. Guardians agree and understand that they are responsible to pay the full mandatory deposit upon acceptance, as posted on the school's website. The remainder of the tuition/fees are due in full by September 15th of the applicable school year or can be split up into 10 equal payments. Guardians also understand that should they withdraw part way through the year, and/or before the start of the school year, all tuition, fees & supplies fees are non-refundable.
2. Parents/guardians understand that there will be a \$40.00 fee for all NSF payments. Upon notification of an NSF payment, the full amount owed + \$40.00 in cash by the end of that same business day is required within one week in order to keep their child's spot in FFLA.

3. At this time FFLA accepts etransfer, PAD or cheque payments. All payments should be made out to Footprints for Learning Society and delivered to the school's front desk office administrator.

OVERVIEW

To provide a consistent method of replacement and provide consequences for students who do not replace or compensate for lost/destroyed/damaged library materials. Each teacher at Footprints for Learning Academy will maintain a comprehensive record of inventory for issuing and for the return of books/materials.

Procedure

The following guidelines are applied:

1. When a resource is borrowed, the book or resource is signed out for the student via a running record kept by the teacher. On this record the teacher will assign an expected return date. FFLA's Principal will review these records periodically and follow up with the teacher to ensure the teacher has items returned by the expected due date. It is the responsibility of the teacher who has issued the book/material to make certain that every item borrowed from the school is returned.
2. All students and staff are to be explicitly informed that all borrowed materials, issued as the property of the school, are to be well cared for and returned at the end of the designated borrowing period.
3. Borrowers are responsible for returning books/materials in the same condition as they were issued and so recorded by the teacher.
4. Books/materials that have been damaged, lost, mutilated or abused are subject to a replacement fee as follows:
 - a. current replacement cost of the material or similar value;
 - b. replacement cost will include applicable taxes and a processing fee.
5. Items will be billed to the student's legal guardians after the due date assigned for the said material. guardians will have 30 days from the date the bill is issued before it is forwarded onto a collections service. All bills will be issued by the school's office to the guardians no later than July 30th of the given school year or the said Bill will be forfeit. Bills will be sent via email or mail should email be unavailable.

