



Long Bay School Fee Schedule & Policy 2017-2018

FEE SCHEDULE 2018-2019

On-Time Fees

Non-Refundable Application Fee \$50.00

Annual Fees

Non-refundable Registration fee (new & current students) \$100.00

Insurance (per year) \$20.00

ID Card (*HeadmasterOnline*) \$30.00

Lab fee

Elementary Division \$50.00

Secondary Division \$150.00

Deposits

Refundable Acceptance fee deposit*

Early Learning Centre (K3-5) \$99.00

Elementary Division (Grades 1-6) \$120.00

Secondary Division (Grades 7-12) \$200.00

Refundable Textbook deposit (primary) \$30.00

Tuition Fees (per term)

Early Learning Centre (K3-K5) \$600.00

Elementary Division (Grades 1-6) \$700.00

Junior High (Grades 7-9) \$800.00

High School Grades (10-12) \$900.00

Uniform

Fabric (per yard) \$11.00

Tie

(Ks-grade 3 girls) \$15.00

(Grades 4-6) \$20.00

(Grades 7-12) \$25.00

PE Shirt (elementary) \$25.00

PE Shorts (elementary) \$25.00

PE. Shirt (secondary) \$30.00

PE Shorts (secondary) \$30.00

Misc.

ID Card Replacement \$5.00

ID Card holder \$2.00

Apron (home economics) \$15.00

Chef's hat (home economics) \$10.00

Official Letter

Current Student (72hrs) FREE

Graduated/Withdrawn (72hrs) \$10.00

	Rush (24hrs) additional	\$10.00
Transcript		
	Graduated Student (1 st copy)	FREE
	Graduated Student (additional copies)	\$25.00
	Withdrawn Students	\$25.00
	Processing time (5 business days)	
	Rush (48 hrs.)	\$50.00
	Postage	
	Regular Mail	FREE
	Int'l Courier fee	\$75.00

Books

Book fees vary depending on grade level. See individual grade book list.

Levels of fees and other charges, as well as terms and conditions of payment, for students at Long Bay School are subject to an annual change and increase, once approved by the Board of Directors.

FEE POLICY

Application Fee

The Application Fee of \$50.00 is non-refundable and is due at the time of application for enrolment.

Acceptance Deposit

The acceptance deposit* is due once the acceptance of a conditional offer has been made to the applicant. This deposit is refundable in full at the end of the student's enrolment period provided no outstanding fees apply to the student's account.

Registration Fee

The registration fee of \$100 is non-refundable, and is required to confirm a seat at the school or to hold a space on the waiting list. For current students continuing at the school, this fee should be paid immediately to ensure a place is retained for your child. This deposit is deductible against the Total School Tuition fee upon the student's continuation in the school.

Insurance

All students are required to have accidental insurance coverage provided through the school from Colina Insurance Company. If parents have children covered under another plan, proof of this coverage must be provided at the time of registration. Additionally, if parents choose not to purchase any coverage, they must sign a waiver that releases Long Bay School and Signet Ministries Inc. from any liability arising from accidental injury to their child/children occurring on campus or during any school sponsored trip or activity. The annual insurance premium is \$20.00 and must be paid at the beginning of each school year.

ID Card

Students are issued ID Cards at the beginning of each school year. This facilitates their attendance and student and parental access to the school's online platform. The annual fee is \$30.00

Lab Fee

High school students are charged \$150 per school year for access and use of the labs and lab equipment. Elementary students are charged \$50 per year. This fee must be paid before students begin classes.

Discounts

- A minimum enrolment commitment of one full year is required to be eligible for any discount.
- Discounts are only applicable to Tuition Fees.

Annual Fee Payment Discount. All fees received in full for the year will receive a 5% discount.

Referral Discount. For every referral, a 10% discount will be applied to your child's tuition for as long as your referral remains enrolled.

Sibling Discount. For families with more than one student attending Long Bay School, additional sibling discounts apply. The oldest child pays full tuition. A 10% discount is given to the first sibling (when there are two children in the family); a 15% discount is given to the second sibling (when there are three children in the family); and a 25% discount is given to subsequent younger siblings. In order to receive the sibling discount, all students must be enrolled at Long Bay School for a period of at least one full year.

Continuing Education Discount. Students who have been enrolled continuously at Long Bay School for a period of 3 years or more are eligible to receive the following discount:

- 10% discount on Tuition fees if paid in full before 31st August
- 5% discount on Tuition fees if paid after 31st August

Refunds

Tuition Fees are not refundable.

The school's budget is determined based on enrolment numbers at the start of the academic year and financial commitments are made to faculty, staff and facilities investments accordingly. Therefore, request for pro-rated tuition charges or refunds as a result of illness, unexpected departures or extended holidays cannot be granted.

In the event that a student is required to leave for disciplinary reasons, Tuition Fees are forfeited.

Students enrolling after the start of the term will be charged a full term fees, even if starting after mid-term. The school is unable to calculate fees on a pro-rata basis.

Withdrawal of Students

Verbal notification of withdrawal is not acceptable. A term's notice in writing to the Principal is required if you wish to withdraw your child from the School or a term's fee will be payable in lieu of notice. Where a term's notice is not given deposits will not be refunded.

Where a student withdrawal takes place after the term starts, no refund will be given.

Late Payments

The Late Payment Fee is 1.5% per month and is applied to the total outstanding fee amounts from the payment deadline. Late payments will also result in the forfeiture of any applicable discounts.

The withholding of education to the student is the final position taken by the school in the event that late fees remain unpaid. Notice of pending withholding of education will be served once a family is one payment behind on payment obligations and no payment schedule has been entered into with the Finance Department or any previously agreed payment schedule has not been followed.

The school reserves the right to charge an administration fee of \$25 for chasing late/missing payments and to add the cost of legal and/or debt collector's fees to the outstanding balance.

Unpaid School Fees

Parents/Guardians are responsible for payment of all fees. In all cases, signatories to the enrolment forms will be held responsible for the payment of fees.

The school reserves the right to refuse to allow your child to attend school, sit examinations and/or withhold any references or transcripts and access to extracurricular activities while fees remain unpaid.

In cases where there have been substantial non-compliance with the school's terms of payment, the School may impose special conditions upon payment of your account.

The following steps will be taken in relation to the collection of unpaid school fees:

1. For those who fail to keep up with their commitments, the matter will be brought to your attention promptly and responses sought. Where fees are in arrears, the full balance becomes due and payable.
2. Follow-up on a personal basis by phone call, email, text message or appointment will follow if there is no response. This follow-up will be conducted by an appropriate person in a sensitive, discreet and confidential manner.
3. If this fails, a formal letter from the school will be sent to remind parents of their obligation. This letter will include an invitation to discuss the matter with the Business Manager and a specified timeframe for response.
4. If this course of action is not successful, the school may decide to send a letter seeking payment and outlining the possible actions, including legal action that may occur if payment is not received within the specified timeframe.
5. If the above still does not resolve fee payment then, the school may seek the services of a debt collector or issue a letter through a solicitor.

Term of Payment & Penalties

Long Bay School offers multiple options for the payment of fees:

Annually

A lump sum payment of total fees is due by Friday, 17th August 2018. All fees received in full on or before this date will receive a 5% Discount on the Tuition Fee component.

By Semester

Three equal payments paid in full at the beginning of each term, 20th August 2018, 19th November 2018 and 11th March 2019.

Other Instalment Options

We will charge all fees to your account and email this account to you. We expect full payment of fees on a term in arrears basis, and you are required to have all fees up to date before the end of each term. There is a charge of 3% of fees, if paying by instalments.

You can do this in four ways:

4 equal payments due and payable on the 8th Monday of each quarter. (*see Appendix B*)

10 Monthly payments to commence on Monday 20th August 2018 (*see Appendix C*)

20 Fortnightly payments to commence on 13th August 2018. (*see Appendix D*)

40 Weekly payments to commence on 4th September 2017. (*see Appendix E*)

For information purposes, statements will be sent to each family on a monthly basis regardless of the payment method chosen (weekly, fortnightly, monthly, or by semester)

Please note: Whatever payment cycle you choose, all fees must be finalized by the 15th of the month before the term ends. The dates for this school year 2018-2019 are **15th November**; **15th February** and **15th May** respectively.

Financial Clearance

- i) Each person signing the Contract for Payment of School Fees is liable for the whole of the fees due and any supplemental charges that arise during the course of the student's schooling.
- ii) The offer of a place and subsequent acceptance is conditional until financial clearance is given by the Finance Department.

Payment Procedure

Payments must be paid in BSD for the full amount of the invoice (noting that all bank charges are the responsibility of the payer).

I, _____ the Parent/Guardian of the child listed below, am making a binding commitment to Long Bay School, Abaco, The Bahamas as follows:

I confirm that my child as listed below will enroll at Long Bay School for the 2018-2019 academic year, and I accept the Tuition Fees and the Tuition Policy as stated above.

Students name _____ Grade: _____

I am selecting the following payment plan:

- Full Year Prepayment on or before 17th August 2018 (5% discount)
- Full Year Payment after 17th August 2018
- Semester Payments
- Installment Plan
 - Quarterly
 - Monthly
 - Fortnightly
 - Weekly

Declaration:

I have read and fully understood the school policies relating to the payment of fees and guidance on payment, all other due dates and required notice of leaving and hereby confirm that I will abide by the above.

Mother's /Guardian's Full name: _____ Signature _____

Date: _____

Father's/Guardian's Full name: _____ Signature _____

Date: _____



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Finance Officer name: _____ Signature: _____

Date: _____

Payment Procedure
(Siblings form)

Payments must be paid in BSD for the full amount of the invoice (noting that all bank charges are the responsibility of the payer).

I/We, the Parent(s)/Guardian(s) of the children listed below, am/are making a binding commitment to Long Bay School, Abaco, The Bahamas as follows:

I/we confirm that my/our children as listed below will enroll at Long Bay School for the 2017-2018 academic year, and I/we accept the Tuition Fees and the Tuition Policy as stated above.

Students name _____	Grade: _____
Students name _____	Grade: _____
Students name _____	Grade: _____
Students name _____	Grade: _____
Students name _____	Grade: _____

I/we am/are selecting the following payment plan:

- Full Year Prepayment on or before 17th August 2018 (5% discount)
- Full Year Payment after 17th August 2018
- Semester Payments
- Installment Plan
 - Quarterly
 - Monthly
 - Fortnightly
 - Weekly

Declaration:

I/we have read and fully understood the school policies relating to the payment of fees and guidance on payment, all other due dates and required notice of leaving and hereby confirm that I/we will abide by the above.

Mother's /Guardian's Full name: _____ Signature _____

Father's/Guardian's Full name: _____ Signature _____

Date: _____



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Finance Officer name: _____ Signature: _____

Date: _____

Quarterly Payment Plan Dates

The Initial payment should be made on or before August 13th.

Invoice Issued	Payment Dates	Late Payment fee added
August 13 th	August 20 th , 2018	August 31 st 2018
September 10 th		
October 8 th	November 19 th 2018	November 30 th 2018
November 12 th		
December 10 th		
January 14 th	February 25 th 2019	February 28 th 2019
February 11 th		
March 11 th		
April 8 th	May 20 th 2019	May 31 st 2019

Monthly Payment Plan Dates

The Initial payment should be made on or before August 13th

Invoice Issued	Payment Dates	Late Payment fee added
August 13 th	August 20 th	31 st August 2018
August 13 th	September:	
	17 th	28 th September 2018
September 10 th	October:	
	15 th	31 st October 2018
October 8 th	November	
	19 th	30 th November 2018
November 12 th	December	
	14 th	31 st December 2018
December 10 th	January:	
	14 th	31 st January 2019
January 14 th	February:	
	18 th	28 th February 2019
February 11 th	March:	
	18 th	29 th March 2019
March 11 th	April:	
	15 th	30 th April 2019
April 8 th	May:	
	20 th	31 st May 2019

Fortnightly Payment Plan Dates

The Initial payment should be made on or before August 13th.

Invoice Issued	Payment Dates	Late Payment fee added
	August:	
	13 th & 27 th	31 st August 2018
August 13 th	September:	
	10 th & 24 th	28 th September 2018
September 10 th	October:	
	8 th , & 22 nd	31 st October 2018
October 8 th	November	
	5 th & 19 th	30 th November 2018
November 12 th	December	
	3 rd & 17 th	31 st December 2018
December 10 th	January:	
	14 th , & 28 th	31 st January 2019
January 14 th	February:	
	11 th , & 25 th	28 th February 2019
February 11 th	March:	
	11 th , & 25 th	29 th March 2019
March 11 th	April:	
	8 th & 22 nd	30 th April 2019
April 8 th	May:	
	6 th & 20 th	31 st May 2019

Weekly Payment Plan Dates

The Initial payment should be made on or before August 13th.

Invoice Issued	Payment Dates	Late Payment fee added
	August	
	20 th & 27 th	August 31 st
August 13 th	September:	
	3 rd , 10 th , 17 th , & 24 th	28 th September 2018
September 10 th	October:	
	1 st , 8 th , 15 th , 22 nd , & 29 th	31 st October 2018
October 8 th	November	
	5 th , 12 th , 19 th , & 26 th	30 th November 2018
November 12 th	December	
	3 rd , 10 th , 17 th & 31 st	31 st December 2018
December 10 th	January:	
	7 th , 14 th , 21 st , & 28 th	31 st January 2019
January 14 th	February:	
	4 th , 11 th , 18 th , & 25 th	28 th February 2019
February 11 th	March:	
	4 th , 11 th , 18 th & 25 th	29 th March 2019
March 11 th	April:	
	1 st , 8 th , 15 th , 22 nd , & 29 th	30 th April 2019
April 8 th	May:	
	6 th , 13 th , 20 th , & 27 th	31 st May 2018

Official Use ONLY
Notes