



## 4203 TUITION PAYMENTS POLICY

Policy Type: Administrative  
Applies To: All Staff, Students, Visitors  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 06 2000  
Revisions: 09 2025

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Tuition provides the primary means by which Langley Christian School fulfills its mission of offering Christ-centered education in partnership with families and supporting churches. As an independent school in British Columbia, LCS is responsible for ensuring financial stability and stewardship of resources while also exercising fairness and compassion toward families facing hardship.

This policy establishes expectations for timely tuition payments, outlines options for payment and assistance, and provides clear procedures for addressing accounts in arrears. By doing so, LCS ensures accountability to its community, maintains equitable practices for all families, and safeguards the school's ability to deliver high-quality education in a sustainable manner.

### 1. POLICIES:

- (a) Parents are fully responsible for the timely payment of tuition. The School Board must ensure that appropriate action is taken, in consultation with parents, when tuition accounts fall into arrears. The policies that may be used in such cases include:
  - 1.a.1. Approved Payment Plans (for all parents)
  - 1.a.2. Tuition Relief (from supporting churches, and as funds are available)
  - 1.a.3. Financial Assistance (for all qualifying parents)
- (b) The Director of Finance & HR will contact parents through phone calls and/or by mail when any account is not paid on the date it is due. It is very important for all parents whose tuition accounts are in arrears to make contact with the Business Office and to discuss with the Director of Finance the application of the appropriate policy. Children will usually be permitted to continue to attend Langley Christian School if the parents comply with the requirements of the above policies and willingly support the various procedures, approvals and time schedules contained in these policies.
- (c) The Director of Finance & HR will make copies of these policies and application forms available to parents when unusual circumstances such as loss of employment, sickness, injury or financial difficulties prevent the payment of tuition when due. LCS will endeavour to deal fairly with all parents and will do

everything possible within the limits of established policy to assist parents who cannot meet their tuition obligations. Parents are requested to co-operate by providing the Director of Finance & HR with any information requested.

(d) RE-ENROLLMENT ELIGIBILITY

- 1.d.1. Re-enrollment for the next school year will be reviewed if tuition is in arrears 60 days or more after Spring Break and suitable arrangements have not been made.
- 1.d.2. Children may not be eligible for re-enrollment until the account is settled.

(e) Notice of Student Leaving Langley Christian School

- 1.e.1. Families who notify the Director of Finance & HR after June 1st that their children will not be returning to Langley Christian School in September will be responsible for their September tuition fees.
- 1.e.2. Parents of students who are leaving LCS at other times are required to give LCS a minimum of one month's notice or the following month's tuition will be charged. Families who have paid their \$500 deposit upon registration will have this \$500 applied to the last month.

## 2. TUITION PAYMENT OPTIONS

- (a) Pre-authorized Payments: Most parents use the pre-authorized payment system to transfer funds from their bank or credit union account for ten equal monthly payments. Proportionally decreased payments for twelve months can be made if requested.
- (b) Lump Sum Payments: A 2% discount is applied to a single lump sum payment for tuition received before September 08, each year. A 1% discount is applied to a 50% lump sum payment received by the first Friday of September and a further 1% discount is applied to the remaining 50% payment received before the first Friday in January, each year. No discount is available for those single or two-payment lump sums paid using a credit card. (Credit cards are not accepted for any other payment plan.)
- (c) Post-Dated Cheques and Cash Payments: These may be used by special permission of the Director of Finance & HR but are generally discouraged because of the extra costs incurred by the Society to administer these payment options.

## 3. PROCEDURES TO FOLLOW FOR DELINQUENT ACCOUNTS

- (a) Accounts that become greater than 30 days in arrears will receive a phone call from the Business office. Major details of the conversation will be recorded on the parent's tuition record.
- (b) Accounts that have become greater than 60 days in arrears will receive a reminder letter from the Director of Finance & HR. Arrangements for repayment should be made as soon as possible.
- (c) Accounts which have become greater than 90 days in arrears and no schedule of repayments of arrears has been approved by the Director of Finance & HR will receive a letter informing them if suitable arrangements are not made within the following 30 days, his/her child(ren) may not be permitted to attend LCS
- (d) Accounts which have become greater than 120 days in arrears and no schedule of repayments of arrears has been approved by the Director of Finance & HR will receive a registered letter informing the

parent(s) that his/her child(ren) may not be permitted to attend LCS beyond the next break in the school term (i.e., semester break, Christmas break, end of school year).

- (e) Parents with accounts in arrears greater than 60 days at the end of the school year may not be re-enrolled for the next school year until such time as the account is settled or arrangements for repayment agreeable to the Director of Finance & HR are in place.
- (f) The school may use the services of a collection agency to recover unpaid tuition.
- (g) Payments will be applied firstly to arrears interest, and secondly to the oldest balance outstanding. (Interest is prime per annum computed monthly).
- (h) It should be emphasized that it is the parent(s) responsibility to pay tuition. When unusual circumstances such as sickness or financial difficulties occur which prevent paying tuition on time, it is the parents responsibility to inform the Director of Finance & HR immediately.

#### 4. APPROVED PAYMENT PLANS

In certain circumstances, where cash flows do not allow tuition to be paid on a regular monthly basis or an account has become in arrears, the Director of Finance & HR may approve a payment plan. The following guidelines should be followed when approving a payment plan:

- (a) Unsecured:
  - Payment Plans should only be given where other sources of financing are unavailable or impractical.
  - Any payment plan should be for a maximum of 4 months arrears tuition and must be repaid within 16 months.
  - These payments will be confirmed in a letter from the Business office and will only be considered as approved after the TASC has agreed with the terms and conditions.
- (b) Secured:
  - For payment plans which will exceed the above guidelines security should be given by the parent(s) by one of the following methods:
    - o assignment of goods, property or other good consideration;
    - o available under the Personal Property Security Act (i.e. General Security Agreement)
- (c) Real Estate Mortgage.
  - The amount of the approved payment plans and associated risk will be a determinant of the security required.
  - Costs of arranging security will be paid by the parent(s), either in advance or added to the amount financed.
- (d) Satisfactory repayment terms must be specified at the time the loan is arranged and the Director of Finance can only approve approved payment plans.
- (e) The interest rate shall be computed at prime per annum computed monthly.

- (f) The amount of arrears tuition covered under a Secured payment plan will not exceed 12 months tuition without the specific approval of the Head of School.

RELATED POLICIES:

4204 FINANCIAL ASSISTANCE PROGRAM

FINANCIAL ASSISTANCE REQUEST FORM: PROCEDURE 4204

4205 EMPLOYEE TUITION ASSISTANCE

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Reviewed: 09 2025