

# St. John Brebeuf Regional Secondary School

2747 Townline Road, Abbotsford, B.C., V2T 5E1  
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## Payment Terms Policy

- ✓ **All payments (cheques , cash, electronic transfer for tuition and/or bus ) must be included in the registration package for processing.** If not complete, the registration will be returned to you to include the missing items. If there are exceptions to the usual payment terms (for example, First Nations payments, tuition assistance, etc), please make a note of it on the **“Tuition / Bus Payments Form”** within your Registration package, so our bookkeeper/office manager may contact you directly to discuss. Please be aware that any delay in processing the registration due to an incomplete submission may cause your child to lose his or her spot.
- ✓ For the purposes of admission to St. John Brebeuf and to be considered a member (Parishioner ~ Category 1) of your particular parish, your family must meet the following criteria:
  - ◆ Registered in a supporting parish, and
  - ◆ Regularly attend Mass at that parish
  - ◆ Use Sunday envelopes (no amount specified) from that parish on a regular basis
  - ◆ Participate in the work activities required of you by that parish

If you do not meet all of the requirements noted above, your pastor may designate your family to be a member (Parishioner ~ Category 2) of your particular parish.

- ✓ As an active school community, we depend on parents to help with various school activities, including fundraising. This involves a minimum of 12 volunteer hours per family. If you choose not to participate, you may pay the non-participation fee, which is currently \$300 (subject to change) by cheque. The non-participation cheque should be dated **July 1, 2012**. Those who commit to the Parent Participation Program must submit a participation commitment cheque (post-dated for June 15, 2013) with the registration , however, further information will be provided with the registration package. This commitment cheque will only be cashed in the event that the family is unable to fulfill the twelve-hour requirement.
- ✓ You are required to meet the payment terms as per school policy. In the event your family is experiencing financial hardship at any time during the year please contact your pastor to discuss financial assistance in helping you meet your tuition obligations. It is your responsibility to inform the school office in writing if you are experiencing difficulties and if you are requesting any special arrangements.
- ✓ Any NSF cheques or electronic transfers returned by the bank will be subject to a school handling charge of \$5.00. An additional \$5.00 fee will be charged for each and every month this payment remains outstanding.
- ✓ Should there be any default of the payment terms, St. John Brebeuf Regional Secondary School will have the authority to exercise the option to revoke your child(ren)'s continued enrollment at St. John Brebeuf School.