



Matthews Hall
Established 1918

Financial Handbook 2019-2020



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London, Canada

TUITION FEES, PAYMENT PLANS AND GENERAL INFORMATION

An independent education can be affordable. Matthews Hall offers a variety of payment plans to make the school more accessible. This handbook outlines the payment plan options for your child's education and all financial policies.

2019-2020 Fees

	Tuition & Annual Fees	Application Fee (new students only)	Enrolment Fee (new students only)
Junior/Senior Kindergarten	\$17,600	\$200	\$1,000
Grade 1 – 5	\$20,200	\$200	\$1,000
Grade 6 – 8	\$20,500	\$200	\$1,000

All fees and charges are in Canadian Dollars. Fees are not subject to the Ontario Harmonized Sales Tax (H.S.T.).

The basic tuition fees include:

- Activity costs during school hours which include guest speakers and instructors, transportation and entry fees to athletic events, field trips and special events in and around London, along with the school yearbook. It does not include bus transportation to and from school, uniforms or special events or trips outside of London.
- Textbooks and basic supplies. Any lost or damaged textbooks will be replaced immediately with replacement costs charged to the family.

Additional Fees Charged Separately

- **APPLICATION FOR ADMISSION:**

A \$200 application fee must accompany each student application. Where an offer of admission is made, a completed enrolment form and all fees owing must be submitted to Matthews Hall to hold a placement.

- **ENROLMENT FEE:**

This one time \$1,000 per student fee is payable upon enrolment of a new student. This fee is not an advance payment of tuition and cannot be applied to other outstanding amounts.

Annual Fees (included in Tuition Fees shown)

- **CAPITAL IMPROVEMENT FEE:**

A \$300 Capital Improvement Fee is charged to each student annually to help fund major maintenance and facility improvement projects.

- **TECHNOLOGY FEE:**

This annual fee for students in Grades 6-8 helps to provide additional technology resources.

(all Additional/Annual Fees are non-refundable)

Regulations About Student Withdrawal

Notice is required in writing to the Head of School in the event a student is withdrawn after acceptance of an application for admission or re-enrolment. The reason for withdrawal has no effect upon fees payable. The Head reserves the right to require the withdrawal of any student at any time during the school year.

For families using Option A or Option B payment plans, tuition fees are refundable less \$5,000 if the school is advised of a withdrawal in writing before June 30, 2019. Between July 1 and August 15, 2019, 50% of fees are refundable. After August 15, 2019, there is no refund of fees for withdrawal or dismissal for any reason.

For families using the Option C payment plan, 10 equal payments will begin on March 15th, 2019. Monthly payments are non-refundable and must be paid in full by December 2019.

Extended Day Program

If a student is withdrawn from the extended day program for any reason, the fee paid at the time of withdrawal will be refunded on a pro-rated basis less a \$100 fee for administrative costs. Any fees owing at the time of withdrawal must be paid in full. This only applies if the student is still enrolled at Matthews Hall. If the student is withdrawn all extended day fees are forfeited.

Bus Program

If a student is withdrawn from the bus program for any reason, the fee paid at the time of withdrawal will be refunded on a pro-rated basis less a \$100 fee for administrative costs. Any fees owing at the time of withdrawal must be paid in full. This only applies if the student is still enrolled at Matthews Hall. If the student is withdrawn all bus program fees are forfeited.

Terms of Payment

Preauthorized debit withdrawals will be processed on the fifteenth (15th) day of each month. To initiate this we require the attached preauthorized payment information to be completed and returned with a “void” cheque by the March 1, 2019 re-enrolment date. If you change your bank account or make other changes throughout the payment cycle, please notify the Business Office at least 15 business days before the next scheduled withdrawal. **For those on the Option C payment plan, preauthorized debit is the only payment option.**

Invoices will not be produced for individual charges. Statements of account are prepared and sent monthly, unless the account has a zero balance. Payments must be received on or before the last business day of the month to avoid interest charges at a rate of 2% per month or 24% per annum. **Interest will be charged automatically on overdue accounts.**

Payments may also be made by cheque, wire transfer or credit card. A 3% administration fee will be added to all payments made by credit card.

Wire Transfers

Please contact our Accounts Manager (Vince Diaco) at diaco.v@matthewshall.ca for information regarding wire transfers to Matthews Hall.

A \$30 charge will apply to all wire transfers.

Tuition Payment Plans

OPTION A (not available after March 1, 2019)

	JK & SK	Grade 1 – 5	Grade 6 – 8
Single Payment: Due March 1, 2019	\$16,500	\$18,900	\$19,200

OPTION B (not available after May 3, 2019)

This option includes three installments with two post-dated cheques or pre-authorized debit information required with the first installment.

	JK & SK	Grade 1 – 5	Grade 6 – 8
Installment 1: Due March 1, 2019	\$5,000	\$5,000	\$5,000
Installment 2: Due May 3, 2019	\$5,900	\$7,100	\$7,250
Installment 3: Due August 2, 2019	\$5,900	\$7,100	\$7,250
Total	\$16,800	\$19,200	\$19,500

OPTION C

Payments through pre-authorized debit are spread out over ten monthly installments beginning on March 15, 2019.

	JK & SK	Grade 1 – 5	Grade 6 – 8
Ten Monthly Pre-authorized Payments	\$1,760	\$2,020	\$2,050
Total	\$17,600	\$20,200	\$20,500

Sibling Discount

The oldest child in a family is considered the first child and no family discount is applied. A sibling discount for the 2nd child is \$2,000. The discount for the 3rd and any additional children is \$3,000 per child. This amount will be incorporated into your payment plan. Where custody of a child attending Matthews Hall is shared, each custodial family may qualify for its portion of the sibling discount provided each has custody of at least one other child that attends Matthews Hall. In those instances, discounts will be applied in accordance with the age of the children in each custodial family who attends Matthews Hall.

For families with a student in a reduced day Kindergarten program, the sibling discount will be \$1,000 for the second child and \$1,500 for 3rd and additional children.

Late Payment

Accounts that are outstanding at the time of billing will be subject to late payment charges at a rate of **2% per month**. Failure to comply with the agreed terms of payment may result in the student not being admitted to the school for the subsequent semester or academic year. In addition, the school may withhold report cards and exercise other sanctions as it deems necessary for the collection of overdue accounts. No student will be permitted to re-enrol until fees and expenses from the previous year are paid in full.

A \$50 charge will apply to cheques that are returned "Non-Sufficient Funds" (NSF) or "Stopped Payment."

Tax Receipts

Tax receipts will be issued for non-instructional time spent at school once per year.

Financial Aid

Financial Aid is available in some cases at the discretion of the Head of School. Please contact the Admissions Office for further information.

Optional Programs

BUS TRANSPORTATION

Matthews Hall offers bus transportation within the City of London through a local service provider for an annual fee. The charges are per family. Current busing rates are as follows:

- Within town, **\$3,500** per year, per family, both ways
- Within town, **\$2,800** per year, per family, one way
- Fees for 2019/2020 may reflect an increase. Payment is due September 3, 2019
- Space is limited and the availability of busing service is not guaranteed.

EXTENDED DAY PROGRAM

Matthews Hall offers an Extended Day Program for students who require supervision from 7:30 am to 8:55 am and after school from 3:55 pm to 5:30 pm. In addition to full time sign-up, this service can be used on an occasional basis with 24-hour notice to our school office provided space is available. Occasional use requires valid credit card information on file.

- Fees per child for full time use per year are **\$2,000** due September 3, 2019
- Half time use is **\$1,000** for either AM or PM due September 3, 2019
- Fee for occasional use is **\$20** per visit, charged per use and billed monthly to a valid credit card. Students not picked up by 4:10 pm will be sent to the extended day program and families will be billed the occasional use fee. There is no grace period.
- Late fees are: \$1.00/min. for the first five minutes and \$5.00/min. thereafter
- Space is limited and the availability of Extended Day Programming is not guaranteed.

LUNCH PROGRAM

Hot lunch and milk are available 5 days a week by ordering online through www.thelunchlady.ca.

Advancing the School through Charitable Giving

The generosity of the Matthews Hall community of parents, alumni and friends enables the school to move forward in the areas of capital improvements, new academic and co-curricular programs and student financial assistance. As with most independent schools, the provision of these enhanced services, facilities and programs depends upon the level of charitable giving. Although always voluntary, it is hoped parents will include Matthews Hall as a deserving recipient of their annual or special charitable giving.

Donations to Matthews Hall can be made through gifts of cash, gifts-in-kind, bequests, gifts of life insurance, capital assets and others. All are eligible for charitable tax receipts issued by Matthews Hall.

Contact Information:

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Advancement Officer

Matthews Hall

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