



Matthews Hall

Established 1918

Financial Handbook 2023-2024

INTERNATIONAL STUDENT



TUITION FEES, PAYMENT PLANS AND GENERAL INFORMATION

This handbook outlines the tuition and fees for your child’s education and all financial policies.

INTERNATIONAL STUDENTS

For the purpose of this Financial Handbook, the Enrolment Agreement and the Application for Admission, International Students are defined as the following:

- Any non-Canadian student living in Canada for the purpose of a Canadian Education
- Any student in possession of a student visa document
- The student may be living in Canada with their natural mother or father, a relative or with a guardian in a home stay situation

2023-2024 Fees

	Tuition & Annual Fees	Application Fee (new students only)	Enrolment Fee (new students only)
Pre-K/ Junior/Senior Kindergarten	\$23,900	\$200	\$2,500
Grade 1 – 8	\$27,300	\$200	\$2,500

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, 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.

Important Notes

- In the event of any necessary school closure due to public health restrictions or emergency orders there will be no reductions or refunds of tuition or fees. Matthews Hall will offer a full remote learning program in the event of a closure. Cancellation of in-person events, or limitations placed on any other part of the academic or co-curricular programs, will not affect the tuition or fees. Families are not entitled to a refund of tuition if a *force majeure* event occurs.

Additional Fees Charged Separately

- **APPLICATION FOR ADMISSIONS**

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 \$2,500 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.

Regulations About Student Withdrawal

All fees are non-refundable for International Students.

The Head reserves the right to require the withdrawal of any student at any time during the school year.

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 administration 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

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.

- 4 **A \$50 charge will apply to all wire transfers.**

Tuition Payment

All fees are due upon acceptance as follows:

	Pre-K / JK/ SK	Grade 1 – 8
Registration Deposit: Due February 15, 2023	\$5,000	\$5,000
Installment 1: Due March 15, 2023	\$18,900	\$22,300
Total	\$23,900	\$27,300

Sibling Discount

The oldest child in the 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.

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 the 3rd and additional children.

Tax Receipts

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

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”.

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, \$4,300 per year, per family, both ways
- Within town, \$3,500 per year, per family, one way
- Fees for 2023/2024 may reflect an increase. Payment is due August 15, 2023
- Space is limited and the availability of busing service is not guaranteed.

EXTENDED DAY PROGRAM

Matthews Hall offers an Extended Day Program for a limited number of 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 \$2,700 due August 15, 2023
- Half time use is \$1,350 for either AM or PM due August 15, 2023
- Fee for occasional use is \$20 per visit, charged per use and billed monthly to a valid credit card. Students not picked up by 4:00 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 is available 5 days a week by ordering online through a preferred vendor.

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 to 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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Matthews Hall

Established 1918

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