

# ADMISSIONS POLICY

## PHIL & JENNIE GAGLARDI ACADEMY

Gaglardi Academy has established the following admissions policy to maintain the Christian distinctiveness of the school.

### A. Basic Considerations

1. Gaglardi Academy is committed to offering an excellent academic education from a Christian worldview. Gaglardi Academy is a place where all aspects of life – spiritual, physical, emotional and intellectual – are nurtured, developed and celebrated.
2. To be eligible for admission, parents/guardians and students in grades 7-12 must not only affirm the vision of the school but understand, support and adhere to Gaglardi Academy's Code of Conduct. Furthermore, parents, guardians and students must understand and support that Gaglardi Academy teaches through the lens of a Christian worldview and that the Christian Bible – old and new testaments – is the inspired word of God. All students must attend weekly Bible classes and chapel services as a condition of enrollment.
3. It is the prerogative of Gaglardi Academy School Principal and educators to determine if the school is equipped to meet the needs of students whose parents seek enrollment for their children. The School Principal will make the final decision in placing a student at a suitable grade level or in a suitable program.
4. It is the prerogative of Gaglardi Academy to limit classroom size.
5. Students are admitted by "priority categories" on a first-come, first-served basis (see Section E)
6. The Testing and Placement Policy is a subset of the Admission Policy.
7. The Accessibility Act is a subset of the Admission Policy
8. As part of the registration process, all new families and students over the age of 13 years will be interviewed for admission by the Principal of Gaglardi Academy.
9. Parents must be willing to meet the yearly outlined Parent Tuition schedule unless the Gaglardi School Board approves other arrangements.
10. Parents must be willing to meet the yearly required 25 hours of volunteer service to the school community or pay the volunteer opt-out fee as stated in the Tuition Agreement.

### B. International students

International students are welcome at Gaglardi Academy. However, independent schools do not receive government funding grants for students who are not permanent residents of BC, Canadian citizens, landed immigrants, or unlawfully admitted into Canada. Therefore, international tuition is set by the School Board at the beginning of every school year.

### C. Admission Process

Introductory communications will be sent to every inquiry within three days of the inquiry date. An initial tour of the school and Q&A may be scheduled before submitting an enrollment application.

- Parents must submit a complete admissions package before the application is processed. A complete admissions package consists of the following:
- Completed and signed application form

- A non-refundable Kindergarten registration fee is \$100.00 for new families. (Fees can be e-transfer to [accounts@gaglardiacademy.ca](mailto:accounts@gaglardiacademy.ca))
- The most recent formal report card(s)
- Non-refundable application fee of \$150.00 per child or \$300.00 per family. (Fees can be e-transfer to [accounts@gaglardiacademy.ca](mailto:accounts@gaglardiacademy.ca))
- Level A Literacy and Numeracy assessments: required for entering grades 1 - 9.
- Copy of child's government-issued birth certificate
- Copy of any Individual Education Plan (IEP), Student Learning Plan (SLP), and or other learning assessments
- A Pastor's letter of Reference – wet signed by the respective Pastor.

An admissions package can be downloaded from the Gaglardi Academy website or picked up at the Gaglardi Academy office during regular business hours.

- The office will notify the family if the file is incomplete. Once a file is complete with the Level A assessment results, the admissions request is sent to the school's inclusive education team for an admission recommendation. (See Testing and Placement Policy)
- When the Inclusive Education Manager has completed an admission recommendation, an interview with the School Principal is arranged with the new family. The interview will better acquaint the parents and older students with the aims and vision of the school and will give the Director/Principal an opportunity to discuss specific learning needs of the child(ren). Parents and older students are encouraged to seek answers to their questions at this time.
- At the conclusion of the interview, the family admission file is either approved or denied.
- Admission approvals will meet with the school's comptroller to finalize a tuition payment schedule. A welcome letter is issued to families confirming admission along with pertinent details parents need for uniform purchasing etc.

Note: Parents are responsible for scheduling the Level A assessment for their child(ren). The application process usually takes approximately two weeks; however, this timeline depends on when the school receives the Level A assessment results and the scheduling of meetings. Student files with greater complexity of needs can take longer for the Inclusive Education Manager to finalize a recommendation.

#### **D. Kindergarten and Grade One Admission**

A child entering Kindergarten must be five years of age by December 31 of the year entered. All Kindergarten students must be toileting independently before entering Kindergarten in September.

#### **Admission to Kindergarten has additional requirements:**

- It is a requirement that all children entering Kindergarten attend one of the Experience Kindergarten sessions held in January or February. To attend one of these sessions, your child must be 5 years old on or before December 31 of the year your child is entering kindergarten.
- Access to registration for Experience Kindergarten is published on our website and through QR

codes within our social media platforms.

- Attending Experience Kindergarten is designed to help parents orient their child(ren) to a faith-based education, meet the teacher(s), and see the learning space. The introductory event also helps staff assess Kindergarten readiness. Kindergarten readiness is assessed in four domains: academic, physical, social-emotional and linguistic skills. A readiness assessment is required to ensure the school can meet the needs of your child(ren) in all four domains.
- In mid-February, at the conclusion of all the Experience Kindergarten sessions, the school Registrar will contact each family outlining any readiness recommendations and assist with the enrollment application.
- An additional in-person visit may be requested before an admissions recommendation is granted. Applications to kindergarten received after the Experience Kindergarten sessions have concluded must schedule and attend an in-person meeting with the kindergarten teacher(s) and inclusive education team.
- All Kindergarten applications that reach favourable admission recommendations will then follow regular enrollment procedures as outlined below.

Note: Student files with greater complexity of needs can take longer for the Inclusive Education Manager to finalize a recommendation.

For Grade one children entering school for the first time, a child must be six years of age by December 31 of the year entered.

#### **E. Admission Priority Categories**

All applications are entered into our wait pool, and as spaces become available, admission is prioritized on the following basis:

1. Children of existing *immediate* families or staff members.
2. Church attending Christian families with a signed *Pastor Reference Form*, and families of a local Pastor.
3. Families with a Christian background not currently attending a local Church. Families must connect with a local Church and submit a completed Pastor Reference Form by October 31 of the current school year.
4. Families who want to begin their journey in the Christian faith and connect with a local Church. A signed Pastor Reference Form must be submitted by October 31 of the current school year.
5. Non-believing families interested in partnering with the school.

#### **F. Continuous Enrollment**

Once a family is admitted to Phil & Jennie Gagliardi Academy, students in good standing are continually enrolled from year to year until they graduate or leave the school. Each year, on May 15<sup>th</sup>, a non-refundable \$200 tuition deposit will automatically be collected from each family. This deposit reserves your family's space in our school for the following year. The deposit is applied to tuition for the next school year. Continuous enrollment requires families to notify the school prior to May 15<sup>th</sup> if they plan not to return to the school next year. Continuous enrollment requires families to maintain up-to-date personal information as needed.

## **G. Tuition & School Fees Payments (see also Cash Handling Policy)**

### **Tuition Fees**

There are two options for tuition payments:

#### **1. Lump Sum payment**

- A 2% discount on full tuition payments received on or before August 1 for the upcoming school year.
- Payments options include cheque, bank draft, e-transfer or credit card. Credit Cards have an additional 2.8% processing fee.

#### **2. Monthly Payment Plans:**

A family has two payment plan options and the choice for payment processing on either the 1st or 15th of each month.

- 12-Month Payment Plan
  - Payments commence from July to June.
  - Payments can be set up as automatic withdrawals or post-dated cheques. Other payment options are not accepted (i.e. credit cards or a promise to e-transfer).
- 10-Month Payment Plan
  - Payments commence from September to June.
  - Payments can be set up as automatic withdrawals or post-dated cheques. Other payment options are not accepted (i.e. credit cards or a promise to e-transfer).

### **School Fees**

Fees consist of, but not limited to, the following:

- Student activity fees
- School supplies
- Phys-Ed uniform
- Locker Fee
- Earthquake Kits
- Graduation
- Yearbook
- Sports Fees
- Lost library book fees
- Unmet volunteer hours

Yearly fees and tuition payments are either paid by a lump sum before the beginning of the school year or a monthly payment plan throughout the school year.

### **Outstanding Tuition & Fees**

General Understanding: Gaglardi Academy is a community and values the education of the children who attend. However, the school's commitments to staff and educational programs cannot be met if families do not honour the negotiated payment plan. Repeated difficulty collecting monies owing from families will result in the withdrawal of the family from the school.

All outstanding tuition and fees at the end of any school year must be paid before the beginning of the next school year. There are two options available.

- Immediate payment. The last date for payment for prior years' tuition and fees is July 31st. After July 31, interest will apply at 2% per month or 24% per year.
- At the discretion of the school's Comptroller, an alternative payment plan must be in place.

a) Yearly Lump Sum Payors – Regular lump sum payors with outstanding tuition and fees owing as of August 31<sup>st</sup> for the upcoming school year are required to pay within 48 hours of the non-payment notification. If payment remains outstanding after a 48 hour period, the tuition worksheet amounts will convert to either a 10 or 12-month payment plan. The family will be responsible for all associated bank fees and a \$45.00 NSF charge will be added to any dishonored payments. Should dishonored payments continue, Gaglardi Academy reserves the right to limit monthly payment options in the future.

b) Monthly Payment Payors – Should any outstanding tuition or school fees remain at the end of the current school year, Gaglardi Academy, using the banking information on file, is authorized to collect unpaid tuition and fees. During the re-registration or enrollment process, families agree to extraordinary payment processing. Families are notified via email of amounts outstanding before payments are automatically processed through either credit card or auto-debit. The family will be responsible for all associated bank fees and a \$45.00 NSF charge will be added to any dishonored payments. Should dishonored payments continue, Gaglardi Academy reserves the right to limit monthly payment options in the future.

## **H. Tuition Reimbursement and Refunds**

### **Early withdrawal Refund**

Due to the nature of education, the majority of planning for any upcoming school year is done annually. Significant financial commitments are made before the school year begins including; hiring teaching staff, purchasing desks, chairs and textbooks. Enrollment numbers are the basis for many of these financial commitments.

Therefore, when a family withdraws from the school for any reason before the end of the school year, they must give a minimum of one full calendar month notice to the school. Tuition for the current month, plus the notice month are payable as a penalty for early withdrawal. For example, if a family withdraws on April 5th, tuition for the entire month of April plus the month of May is due and payable.

When a family either withdraws or gives notice prior to one full-calendar month, the tuition for any part of the month plus the notice month are payable as a penalty for early withdrawal. For example, if a family notified the school on April 5<sup>th</sup>, tuition for the month of April plus the month of May is due and payable. Children would transfer to their new school at parent discretion.

Moreover, a family who enrolls in the spring expecting to attend in September must provide notice on or before August 1 to avoid an early withdrawal penalty. For example, a family who re-enrolls in the Spring and opts for the 10-month payment plan, and voluntarily withdraws between August 1st and

August 31st, tuition payments for both September and October would be due and payable. A family who re-enrolls in the Spring and opts for the 12-month payment plan, and voluntarily withdraws between August 1 and August 31, tuition payment for July, August, and September would be due and payable.

When a student is suspended or expelled, tuition for the balance of the year remains due to Phil & Jennie Gaglardi Academy.

## **I. Tuition Discounts**

### **1. NCES Staff**

Staff of Northgate Christian Education Society are entitled to receive discounts on tuition as a result of employment in the Society. Staff whose FTE (Full Time Equivalent) employment is equal or greater than .75 will receive the maximum discount of 50% off yearly tuition. School fees are not included. Staff whose employment FTE is below the minimum of .75 FTE will receive their FTE equivalent times the 50% discount. (Example: Staff member is a .50 FTE employee at the school will receive a tuition discount of (.50 FTE x .50 discount) 25% off yearly tuition. School fees are not included.

### **2. Pastors & Missionaries in the Comox Valley**

Pastors of the Comox Valley and missionaries on sabbatical are entitled to receive discounts on tuition as a result of their service to the Kingdom of God. Pastors or Missionaries whose FTE employment (Full Time Equivalent) is equal or greater than .75 will receive the maximum discount of 50% off yearly tuition. School fees are not included. Those kingdom workers whose FTE is below the employment minimum of .75 FTE will receive their FTE equivalent times the 50% discount. (Example: Pastor is .50 FTE at their church and will receive a tuition discount of (.50 FTE x .50 discount) 25% off yearly tuition. School fees are not included.

### **3. Tuition Assistance**

Parents with limited financial means are invited to apply to the school to request a reduction in tuition rates. The program offers between 5-50% discount on tuition rates only. Parents are required to cover 100% of all student fees (ie school supplies, activity and sports fees etc.).

*The Student Records Requirements Policy and Testing & Placement Policy, and Accessibility ACT policy are supplemental to this policy.*

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