



# St. Michaels University School

Outstanding preparation for higher learning and for life.

## International Fee Schedule 2010-2011 School Year

### International Day Students:

Grades K-12 (other than ESL students) . . . . . \$27,260

### International Boarding Students:

Grades 8-12 (other than ESL students) . . . . . \$47,890

### English as a Second Language (ESL) Students:

Grades 8, 9, 10 . . . . . \$57,985

International boarding students accepted into the English as a Second Language Programme (ESL) will be charged a total fee of \$57,985 per annum, regardless of grade. This fee will cover costs associated with additional courses, extra classroom instruction and assistance.

### Fees

Fees cover tuition, textbooks and transportation costs for members of SMUS athletic teams, music groups and other clubs. Boarding fees also include meals, lodging, laundry, general supervision, use of the Health Centre and 24-hour nursing. Fees do not cover medical costs, hospitalization, personal expenditures, course workbooks (when required), lost or damaged textbooks, optional trips, school uniforms or telephone and computer connections in the boarding room.

Siblings will have a 5% reduction made in the annual fees payable (board and tuition only) in any year when more than one child of a family attends the school. It is hoped that a number of parents will generously opt not to accept the discount but instead will forward a cheque for the credited amount as a tax deductible donation to the SMUS Bursary and Scholarship fund.

### Supplementary Fees

Entry registration for new day students . . . . .	\$2000
Entry registration for new boarding students . . . . .	\$2500
Extras advance (new boarders only) . . . . .	\$1000

*All fees are payable in full by April 9, 2010.*

### New Students

Registration and Conditions of Admission (upon completion of the application process and acceptance of the student by St. Michaels University School):

- a) An initial *non-refundable* registration fee of \$2000 for day students and \$2500 for boarding students is payable immediately upon acceptance to cover costs of registration of new students. This is *not* part of the tuition fee.

- b) Upon acceptance, all fees are payable in full by April 9, 2010. New students who are accepted after April 9, 2010 must submit full fees immediately. Upon request an official letter of acceptance will be issued to enable the parent to obtain a student visa for their child from the Canadian Embassy/Consulate.
- c) In addition to the tuition fees, new boarding students must submit an extra advance of \$1000 as a security deposit. This security deposit will be credited to the student's account **when the student leaves boarding permanently.**
- d) If, after the parent has paid the full fees, the student is subsequently refused permission to enter Canada by the Immigration authorities, all fees, with the exception of the registration fee, will be returned by the school. Application should be made directly to the school with a copy of the Immigration Service letter of decision immediately upon receipt of such refusal.

### **Returning Students Re-Registration**

After the first year's study, a student enrolling for the second or subsequent year is required to submit a returning student deposit and registration form by February 22, 2010. The following year's fees are to be paid in full by April 9, 2010.

Returning student deposit for Day students	\$1000*
Returning student deposit for Boarders	\$1500*

\*This deposit will be applied to the student's account on July 31, 2010 and should be deducted from the fee payment.

*Unless these requirements are met, the place will be offered to a new student. Failure to comply with these conditions will not prevent late admission, however, a place can not be guaranteed and, accordingly, admission may not be possible.*

Parents of any students (excluding ESL students) who become landed immigrants and *permanent residents* in Canada before December 31, 2009, and submit proof of this status and province of permanent residence by April 9, 2010, will be eligible to have the student's residency status reviewed. **After April 9, 2010, no fee reduction will be granted for the school year 2010-2011 on the basis of change in residency status.**

If a student is not planning to return for the 2010-2011 school year, please submit a written notice of intent by April 9, 2010.

### **Responsibility of Payment**

- a) When a student is enrolled, a place is reserved for the entire year. Unless the School receives **written** notification of withdrawal prior to May 31, 2010, **no reduction or refund of fees will be allowed for absence or withdrawal.**
- b) **There will be no refund of the fee in the event of withdrawal for any reasons whatsoever, at any time during the school year, unless the student is covered by the *Tuition Refund Plan.***
- c) The Board of Governors reserves to the Head of School the right to insist at any time upon the immediate withdrawal of any student whose presence in the school he considers undesirable, but this will not affect the foregoing obligation.
- d) If a student is expelled during the school year, any fees paid to that date will be forfeited and any fees owing shall remain payable. A partial refund may be applicable if the student is covered by the *Tuition Refund Plan.*

### **Statement of Account**

Each month a statement will be created reflecting the status of the student's account, which is due and payable within 30 days. The statement will be posted monthly to the school's intranet site for which you will receive a username and password to access your student's account information. An interest charge of 2% per month (calculated and compounded monthly, with an equivalent interest rate of 26.9% per annum) will be applied to amounts outstanding 30 days following the statement date. A service charge will be applied for all returned cheques.

## Documents

To ensure compliance with health and immigration requirements, originals or copies of the following documents must be submitted to the Boarding Services Office on the first day of the term:

- a) passport
- b) valid Canadian Study Permit (Student Visa) or Canadian Birth Certificate or Canadian Citizenship Card (both sides if photocopy) or Landed Immigrant Certificate
- c) proof of medical coverage - either Health Care Card, or proof of independent insurance coverage
- d) an International Health Record showing dates of all immunizations
- e) documentation confirming legal guardianship as per the British Columbia judicial process
- f) United States Visitor's Visa ( if International students wish to take part in any school trips to the United States)

## Tuition Refund Plan

The School has many expenses of a continuing nature, such as faculty salaries and plant maintenance. In order to plan and maintain these services over the entire school year, it is essential that the annual revenue from fees be assured. For this reason, students are enrolled for the entire school year or such portion as may remain after the date of entrance. The fact that the fee is paid in two or more installments does not constitute a fractional contract.

In view of the foregoing, **no reduction or remission of fees will be allowed by the school for absence, withdrawal or dismissal.** Because of this necessary regulation, the *Tuition Refund Plan* is offered to protect the person(s) accepting financial responsibility for payment of fees in the case of withdrawal during the school year. The *Tuition Refund Plan* is mandatory for parents who choose one of the payment plans. The *Tuition Refund Plan* is optional for parents who pay tuition and boarding fees in full by July 31, 2010, or upon acceptance of the student at the school. This option is available until September 9, 2010. A summary explaining this plan is available. A parent may apply for coverage under the *Tuition Refund Plan* by completing the *Tuition Refund Plan* Enrollment Form and returning the signed form to the Financial Services Offices.

## Payment of Fees or Accounts

Payment may be made directly through bank transfer, pre-authorized payment (Canadian banks only), online bank payment (Canadian banks only), *Student Pay*\* or cheque.

Bank Transfer - please **indicate student's name, student number and grade** on the transfer and address transfers to:

Royal Bank of Canada  
Main Branch Victoria  
1079 Douglas Street  
Victoria, British Columbia  
V8W 2R7 Canada

*Payable to the order of:*  
**St. Michaels University School**  
Account #08000-003 1002245 General Account  
Swift code: ROYCCAT2

\**Student Pay* - a payment option available through our partnership with Custom House Currency Exchange. This electronic payment method is for those parents wanting to pay in a foreign currency. For payment instructions and further information, please visit our website at [www.smus.bc.ca/parents/exchange.html](http://www.smus.bc.ca/parents/exchange.html)

## Inquiries

Please direct  
ADMISSION inquiries to:  
Admissions  
Direct Line: (250) 370-6170  
Toll Free: 1-800-661-5199  
(Canada and US only)  
E-mail: [admissions@smus.bc.ca](mailto:admissions@smus.bc.ca)

Please direct  
FINANCIAL PACKAGE inquiries to:  
Financial Services  
Controller  
Direct Line: (250) 370-6165  
E-mail: [finance@smus.bc.ca](mailto:finance@smus.bc.ca)

# School Year Dates 2010-2011:

## First Term: 2010

Sunday, September 5	Grade 12 Boarders arrive (before 5:00 pm)
Monday, September 6	Labour Day Holiday
Tuesday, September 7	Opening All Staff Meeting – All Campuses, 9:00 am, Lecture Theatre All new Boarders start arriving at 12:00 noon
Wednesday, September 8	Returning Boarders (Gr. 9-11) and All Day students (Gr. 1-12) arrive
Thursday, September 9	First full day of classes (Gr. 2-12; half day for K-1)
Friday, September 24	Classes end at lunch; Professional Development afternoon
Thursday, October 7	School closes at end of day for Thanksgiving Holiday
Monday, October 11	School closed for Thanksgiving Holiday, Boarders return by supper-time
Tuesday, October 12	Classes resume
Thursday, November 11	Remembrance Day Service, school closes at lunch for Mid-term break
Friday, November 12	School closed for Mid-term break
Monday, November 15	School closed for Mid-term break; Boarders return by supper-time
Tuesday, November 16	Classes resume
Wednesday, December 15	School closes at lunch for Christmas Holidays

## Second Term: 2011

Wednesday, January 5	Faculty Professional Development Day; Boarders return by supper-time
Thursday, January 6	Classes resume
Thursday, February 3	School closes at lunch for Mid-term break; Pro-D afternoon
Monday, February 7	School closed for Mid-term break, Boarders return by supper-time
Tuesday, February 8	Classes resume
Wednesday, March 16	School closes at end of day for Spring Break

## Third Term: 2011

Tuesday, April 5	Faculty Professional Development Day; Boarders return by supper-time
Wednesday, April 6	Classes resume
Thursday, April 21	School closes at end of day for Easter Break
Monday, April 25	School closed for Easter Monday; Boarders return by supper-time
Tuesday, April 26	Classes resume
Thursday, May 20	School closes at lunch for Victoria Day Holiday; Pro-D afternoon
Monday, May 23	School closed for Victoria Day Holiday; Boarders return by supper-time
Tuesday, May 24	Classes resume
Wednesday, June 15	Grade 9/10 Closing Ceremonies
Thursday, June 16	Junior School Closing Ceremonies
Friday, June 17	Middle School Closing Ceremonies
Saturday, June 18	Grade 11 Closing and Grade 12 Graduation Ceremonies
Thursday, June 29 (most likely)	Last day of Provincial Examination

Please note that all Senior School students **must** be available for exams until December 15 and for provincial Grade 10, 11, and 12 exams until June 30.

Arrangements for travel should be made well in advance so that students do not have to miss important school time.

### Dates are subject to change

St. Michaels University School  
3400 Richmond Road, Victoria, British Columbia, Canada, V8P 4P5  
Facsimile: (250) 592-2812 Website: [www.smus.bc.ca](http://www.smus.bc.ca)