

Uchenna Academy Policy & Procedure Manual Operational Policy: Tuition Fees Policy

Policy

Introduction

At Uchenna Academy, we are committed to providing a high-quality education to all our students. To ensure the smooth operation of our institution and the continuity of educational services, it is necessary to have clear policies regarding the payment of tuition fees.

Policy Sections:

- [13.1 Tuition Fees](#)
- [13.2 Payment Schedule](#)
- [13.3 Payment Methods and Late Payments](#)
- [13.4 Scholarships and Bursaries](#)
- [13.5 Cancellation Policy](#)
- [13.6 Unenrollment](#)
- [13.7 Additional Terms and conditions for International Applicants](#)
- [13.8 Dispute Resolution](#)

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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.1 Tuition Fees

13.1.1 All tuition fees are clearly outlined and posted on our [official website](#) for easy access and reference.

13.1.2 Available academic programs at Uchenna Academy and their associated fees are listed below:

Available programs of study:

(i) Full-time:

- In person (grades 7-12)
- Virtual, synchronous (daily online lessons with a teacher) (grades 9-12 only)
- Virtual, asynchronous (grades 9-12 only)

(ii) Part-time - grades 9-12:

- Virtual, synchronous (daily lessons with a teacher, Mon-Fri)
- Virtual, asynchronous (no online lessons, email communication only)

(iii) International - grades 9-12:

- Full-time, in person

Fees: Unless otherwise stated, all fees are in Canadian dollars (CAD)

1. Full-Time, in-person, returning students:	2024-2025 Fee	2023-2024 Fee
Grade 7/8 Returning Students	\$18,300	\$16,700
Grade 9-12 Returning Students	\$21,950	\$20,800
Late Registration Fee (if enrolled after May 1, 2024)	\$1,200	\$0

2. Full-Time, in-person, newly admitted students:	2024-2025 Fee	2023-2024 Fee
Grade 7/8 Students (this fee includes a non-refundable one-time enrollment fee of \$3,010)	\$21,510	\$19,800
Grade 9-12 Students (this fee includes a non-refundable one-time enrollment fee of \$3,010)	\$25,160	\$23,900
Late Registration Fee (if enrolled after May 1, 2024)	\$1,200	\$0

3. Full-Time, virtual, synchronous:	2024-2025 Fee	2023-2024 Fee
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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

Grade 7/8 Students (this fee includes a non-refundable one-time enrollment fee of \$3,010)	\$16,900	--
Grade 9-12 Students (this fee includes a non-refundable one-time enrollment fee of \$3,010)	\$17,410	\$15,000
Late Registration Fee (if enrolled after May 1, 2024)	\$1,200	

4. Virtual, asynchronous studies	2024-2025 Fee	2023-2024 Fee
Grade 9-12, 8 courses and maintenance of OSR	\$6,900	--
Grade 9-12, One course (plus an administrative fee of \$30 to write the exam)	\$595	--

5. International students, Full-Time, in-person:	2024-2025 Fee	2023-2024 Fee
Grade 7/8 Students (this fee includes a non-refundable one-time enrollment fee of \$3,010)	\$30,050	--
Grade 9-12 Returning Students	\$25,050	\$21,395
Grade 9-12 Newly Admitted Students (this fee includes a non-refundable one-time enrollment fee of \$3,010)	\$30,050	\$24,295
Late Registration Fee (if enrolled after May 1, 2024)	\$1,200	--
Residence Fee (10 months)	\$19,750	\$13,000
Guardianship Fee	\$1,350	\$1,000

13.1.3 Items not included in tuition fees: textbooks and school supplies, materials fee, field trips, science lab fee, special events (i.e. prom or graduation ceremonies), travel fees, accommodations, meals, uniform.

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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.2 Payment Schedule

13.2.1 **Canadian Students:** Tuition fees can be paid in a single payment (5% courtesy fee reduction applies); in three (3) payments in May, September and December; or in nine (9) monthly payments from May-January each year.

13.2.2 **Late registrants:** For students who register after May 1, the monthly tuition fees are adjusted based on our school's established schedule, rather than the date of registration. For example, a student registering in August cannot opt for a payment plan spanning nine months, as our standard payment plan runs from May to January. Regardless of the registration date, tuition fees are prorated according to the remaining months of the academic year, ensuring equitable treatment for all students.

13.2.3 **International Students:** For newly admitted international students, an initial, non-refundable registration payment of \$6,010 (for 2024-2025 school year) must be paid. This fee includes a one-time enrollment fee and initial deposit. The balance of fees can be paid two different ways: Single payment due within one (1) month of the acceptance of the Offer of Admission; or Three payments due within two (2) months of the acceptance of the Offer of Admission.

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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.3 Payment Methods and Late Payments

13.3.1 We offer multiple convenient payment methods for parents/guardians to fulfill their tuition fee obligations, including TUIO, a third party secure online payment portal; Electronic bank transfer; Cheque or cash payments.

13.3.2 Late payments incur penalties or late fees of \$50. It is the responsibility of the parent/guardian to ensure timely payment of tuition fees to avoid any additional charges.

13.3.3 Missed Installment Payments: Families will be given 72 business hours to resolve a missed installment payment. If payment is not resolved, the student will be considered in default and Uchenna Academy will notify the administration to restrict attendance until payment is made.

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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.4 Scholarships and Bursaries

13.4.1 Eligibility: All current and prospective students of Uchenna Academy are eligible to apply for scholarships and bursaries. Applicants must demonstrate financial need and meet any additional criteria specified by the QSLA Foundation.

13.4.2 Returning students must submit the scholarship application by **February 15** for the upcoming school year. Newly admitted students must submit the application form by **May 1** for the upcoming school year.

13.4.3 Scholarship and bursary application process:

- (1) Step 1: Express your intent for re-enrollment or enrollment by emailing Uchenna Academy at uchennaacademy@gmail.com by the deadlines specified in Section 13.4.2 of this Policy document.
- (2) Step 2: Contact the QSLA Foundation at qslafoundation@gmail.com to request the scholarship/bursary application and submission guidelines.
- (3) Step 3: Submit your financial information to Uchenna Academy's designated third-party financial assessor, Apple Financial, by following the process outlined below:
 - (a) Visit the Apple Financial website: <https://www.applefinancialservices.ca/user/login>
 - (b) Create a 'Parent Login'
 - (c) Complete the application form, attach the required supporting documents, and remit the processing fee (\$130 for 2024-2025 applications).

13.4.4 Review and Approval: The QSLA Foundation will review all scholarship and bursary applications and make determinations based on established criteria. We generally receive many more applications than we can fund. Therefore, not all applications will be approved.

13.4.5 Eligibility for financial assistance is contingent upon approval by Apple Financial, a process that may take up to three (3) weeks.

13.4.6 Successful applicants will be notified of their scholarship or bursary award by the QSLA Foundation.

13.4.7 Compliance: Applicants must comply with all requirements and deadlines specified in the application process to be considered for financial assistance.

13.4.8 Confidentiality: All financial information provided by applicants will be treated with the utmost confidentiality and used solely for the purpose of assessing eligibility for scholarships and bursaries.

13.4.9 Disbursement of Scholarship Funds: All scholarship funds will be disbursed directly to the parent/guardian by the QSLA Foundation by issuance of a cheque. Scholarships exceeding \$3,000 will be issued in installments. Upon receipt of the scholarship/bursary funds, the parent/guardian must make a payment to Uchenna Academy for the scholarship amount received within 10 days of receiving the award.

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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

To receive the scholarship funds, parents/guardians must complete the registration process, including payment of the registration deposit as follows: \$3,000 for returning Canadian students; \$5,900 for newly admitted Canadian students, and \$6,010 for International students.

Additionally, parents/guardians must provide two (2) pieces of government-issued identification (e.g., passport, driver's license) and confirmation of address (e.g., utility bill).

13.4.10 Communication: Uchenna Academy will communicate with parents/guardians regarding tuition fees through official channels, including email, newsletters, and parent-teacher meetings. Any changes to the fee structure or payment policies will be communicated in advance.

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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.5 Cancellation Policy

13.5.1 In the event that a student is declined admission, any tuition fees paid will be refunded. One-time enrollment fee is not refundable, under any circumstances.

13.5.2 If you submit a Full-Time application prior to completing the campus interview and receiving acceptance, your deposit will be held until the Admissions Process is completed and the student has been formally accepted to Uchenna Academy

13.5.3 The one-time enrollment fee is non-refundable under any circumstance.

13.5.4 Upon acceptance, tuition fees are non-refundable

13.5.5 In the event that a student/parents are not forthcoming with information which could negatively impact the performance of the student or their peers, Uchenna Academy reserves the right to dismiss the student from the school without refund

13.5.6 In the event a student is suspended, expelled, or otherwise required to leave Uchenna Academy for any reason, all fees paid to Uchenna Academy are strictly non-refundable, no exceptions

13.5.7 An NSF fee of \$50 will be applied to all cheques processed with insufficient funds

13.5.8 Students must submit proof of prerequisite for course(s) upon registration. No refund will be issued where the student fails to submit or has not completed the required prerequisite, or equivalent.

13.5.9 Cancellation policy for online courses:

13.5.9.1 Fees are due in full prior to course start and are non-refundable.

13.5.9.2 Courses may be transferred for the same student to another online course prior to course start for an administrative fee of \$150.00.

13.5.10 Tuition fees are fully refundable up until 120 days prior to the program start date. Within 120 days of the program start date, tuition fees are non-refundable.

13.5.11 Failure to complete or withdraw from the course by Uchenna Academy deadlines does not relieve the student/parent/guardian of financial responsibility.

13.5.12 Failure to make full payment by the due date may result in a "hold" on the student's record, restricting registration and transcript access.

13.5.13 Unpaid accounts at the end of the semester will be forwarded to a collection agency.

13.5.14 The student's registration is binding for one academic year, and parents/guardians are obligated to pay all fees unconditionally, regardless of absence, transfer, withdrawal, dismissal, or force majeure.

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Policy Number 13	Original Date 09/14
Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.6 Unenrollment

13.6.1 Parents/guardians or adult students must provide written notification of their intent to withdraw from the school to the administration office. Notification should include the reason for withdrawal and the intended date of withdrawal.

13.6.2 Withdrawal Process: Upon receipt of the written notification through an [online un-enrollment form](#) submission, the administration office will schedule an exit interview with the student and/or parents/guardians to discuss the withdrawal process and any outstanding obligations.

13.6.3 Settlement of Accounts: Prior to withdrawal, all outstanding financial obligations, including tuition fees, fees for extracurricular activities, and any other outstanding charges, must be settled. The administration office will provide an account statement detailing any outstanding balances owed by the withdrawing student.

13.6.4 Return of School Property: All school property, including textbooks, books, laptops, sports equipment, and any other borrowed items, must be returned to the school before the withdrawal date.

13.6.5 Academic Records and Transcripts: Upon request, the administration office will provide the withdrawing student with a copy of their academic records and transcripts. An administration fee applies.

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Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.7 Additional Terms and conditions for International Applicants

13.7.1 Definition: An international student is defined as any student who does not hold Canadian citizenship, permanent residency or refugee status, regardless of where they are physically living.

13.7.2 In order to receive a Letter of Acceptance (LOA) from Uchenna Academy, students must submit current transcripts (translated), a copy of their passport, and a non-refundable \$6,010 tuition deposit.

13.7.3 Failure to provide the above documents and deposit will result in an application being declined

13.7.4 International students are required to have an interview with the principal.

13.7.5 International student fees are due in full before June 1st for students attending Term 1 (August), or at the time of enrolment, whichever comes first

13.7.6 International students will be refunded 100% of their tuition if their Study Permit is declined with the following caveat: families must complete a request for refund form and attach proof of refusal and forward both to Uchenna Academy Admissions within 15 working days from the date stated on their Letter of Refusal. The registration fee is non-refundable and tuition fees are otherwise non-refundable. In the event a student is suspended, expelled, injured or otherwise required to leave Uchenna for any reason, all fees paid to Uchenna Academy are strictly non-refundable.

13.7.7 Credit notes are non-transferable between students, valid for 12 months from issue date, and are applicable to all Uchenna Academy programs

13.7.8 Valid medical insurance is a mandatory requirement for International students attending Uchenna Academy. Applicants will be automatically invoiced for Uchenna-offered medical insurance unless proof of coverage accompanies their application.

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Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1

13.8 Dispute Resolution

13.8.1 In the event of a dispute regarding tuition fees or payment issues, parents/guardians are encouraged to contact the school administration to resolve the matter amicably. Our school is committed to fair and transparent handling of all payment-related concerns.

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Section Operational Policy	Revision Dates 01/24
Issued By UA	Review Dates NA
Approved By Principal	Page 1 of 1