

I/We, the parent(s)/guardian(s) of the student(s) named below, understand that by signing this Financial Regulations form, I/we accept the terms and conditions set out herein, including the Fee List and all documents incorporated by reference (collectively, the “Agreement”).

File-Opening Fee (fee to open a file for a student) (See Fee List):

- The File-Opening Fee is payable per student upon submitting the advanced registration form. This fee is non-refundable.
- The file will not be processed until the amount is received by the Lycée Claudel’s administration.
- For all returning students, the fee is also payable.

1st Registration Fee (new family) (See Fee List):

- The 1st Registration Fee is payable per family during final registration of a first child at the Lycée Claudel. This fee covers the entire family and is non-refundable.
- For a former student (or his/her siblings) returning to study at the Lycée Claudel after an absence of less than 3 years and who has already paid this fee, an exemption is applied. The registration becomes final only upon reception of this payment.
- Potential scholarship recipients: this fee must be paid no later than June, pending the decision of the Scholarship Board.

Parents employed at the Lycée Claudel must pay the File-Opening Fee and the 1st Registration Fee (if applicable).

Tuition Fee for the school year (10 months):

Families benefit from a reduction in Tuition Fee for each additional child registered at the Lycée Claudel, except for kindergarten students, for whom these reductions do not apply. (*See Fee List*)

Terms of payment:

1 - An advance payment of \$1,000 per child (the “**Deposit**”) and \$250 per family is payable to the Lycée Claudel on or before the date indicated below. The \$250 payment is part of a collective fund, which is used solely for the improvement of student services and student life at the Lycée Claudel.

- New student: payment may be made via automatic withdrawal or bank transfer at the time of registration.
- Returning students: automatic withdrawal on June 1st of the current school year.
- Lycée Claudel's employees must pay the \$250 for the collective fund on June 1st.

2 - The balance of the payments is to be made either:

- by pre-authorized automatic monthly or quarterly payments taken directly from a bank account (an authorization form must be completed and attached to the registration form); or
- by quarterly payments via bank transfer. The payments must be received no later than the 10th of September, December and March of the school year.
- Exceptionally, by credit card at the financial affairs department (with a 3% surcharge)



Student arrivals during the school year:

For students arriving during the school year, Tuition Fee will be prorated according to months attended. The current month's Tuition Fee and other applicable fees will be due immediately.

Administration Fees in the event of late or rejected payments:

- Any cheque that is not honoured and not paid by the issuing institution, or any rejection of a pre-authorized debit, will result in an administration fee of \$45.00 per payment and per family for each rejection, including the first one, including the first refusal, plus \$1.00 per day per student.
- In accordance with the collection policy, registration for the following school year will not be accepted if there are outstanding invoices on file from the current school year.
- In case of non-payment, the Lycée Claudel will institute proceedings through the collection agencies.

Remote Learning Cancellation of In-Person Activities

The Lycée Claudel reserves the right at its sole discretion to suspend any or all in-person activities and programs during the school year. The Lycée Claudel shall continue to provide Remote Learning subject to the Force Majeure section below. "Remote Learning" may be comprised of synchronous (real-time) and asynchronous online learning, temporarily or indefinitely as part of the whole class instruction, in smaller groups of students, and/or in a one-on-one context for the 2023-2024 school year.. For greater clarity, in the event that the Lycée Claudel is required to close its physical locations and facilities and/or students are prohibited from returning to the campus of the Lycée Claudel for safety or public health

reasons, I/we will continue to comply with my/our obligations in the Agreement, including the obligation to pay fees to the Lycée Claudel.

Force Majeure

I/We hereby acknowledge and agree that the Lycée Claudel reserves the right at its sole discretion to suspend the obligations in the Agreement for the period of time that a condition of Force Majeure exists. "Force Majeure" means an act of God, strike, lock-out, act of public enemy, war, blockade, pandemic, and civil disturbance, or other causes beyond the reasonable control of the Lycée Claudel such as to make Remote Learning impossible or impracticable, as determined solely by the Lycée Claudel. The Lycée Claudel shall immediately notify parents/guardians of any suspension due to a Force Majeure event. The Lycée Claudel and parents/guardians agree to use their best efforts to eliminate the effects of the Force Majeure event and to resume performance of the Agreement as soon as possible after the Force Majeure event ceases. The Lycée Claudel is not liable for any costs incurred by me/us due to delays or non-performance of obligations as a result of the Force Majeure event.

Tuition Fee refund policy:

Notice of withdrawal of a student must be provided in writing to the Lycée Claudel. Exceptional tuition Fee refund requests must be sent by post or email to the Administrative and Financial Director of the Lycée Claudel.

I/We understand that no refund or cancellation of the yearly charges will be made by the Lycée Claudel for absence or suspension of a student during the school year.

1 - In the case of withdrawal after registration for any reason (except as stated in paragraph 2), the terms are:



- the Deposit is non-refundable;
- all fees are due for every month the student was studying at Lycée Claudel, including for the month started;
- an administration fee equal to 1 month of Tuition Fees per child will be due immediately; and
- subject to the above terms, the balance of the Tuition Fees paid in advance will be refunded.

2 - In the case of a transfer imposed by an employer (written notice from the employer is to be provided to the Lycée Claudel) or for duly certified medical reasons, all fees are due for every month the student was studying at Lycée Claudel. Only Tuition Fees paid in advance will be refunded in accordance with these terms:

- if the Lycée Claudel is notified before June 30: 100% refund;
- if the Lycée Claudel is notified between July 1 and August 15: 50% refund; or
- August 16 or later: no refund.

Fees for child-care/study or transportation services or extracurricular activities: Refer to the services regulations.

Receipts for tax purposes are issued to the families:

- A T2202A receipt for the amount of tuition fees paid for the January-to-June period and September-to-December period is issued to the Lycée Claudel's students (Seconde, Première and Terminale, the equivalent of the tenth, eleventh and twelfth grade in high school). 100% of the education fees are on the receipt.
- A specific receipt for the amount of child-care fees (deductible fee) corresponding to a very specific percentage of the Tuition Fees paid

during the school year; the percentage calculated for the child-care fee varies from one level to another. Here is the description:

- ◇ Kindergarten Tuition Fees: 100%
- ◇ Primary level Tuition Fees (CP-CE1-CE2-CM1-CM2 the equivalent of the first to fifth year of primary school): 30%
- ◇ College-level Tuition Fees (6ème - 5ème - 4ème - 3ème, equivalent to the sixth, seventh, eighth and ninth grade): 18%

- Receipt for one-time donation.

Miscellaneous fees:

For a copy of any official document requested, the Lycée Claudel will give preference to sending those documents electronically. Miscellaneous fees may be payable for printed copies.

All invoices must be paid within 15 calendar days from date on invoice. In case of non-payment, the Lycée Claudel reserves the right to take collection action.

General Terms:

- This Agreement shall be governed by and continued in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein. The parties attorn to the exclusive jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.
- Failure or delay by either party to exercise, in whole or in part, any of their rights, powers or remedies in the Agreement is not a waiver of those rights, powers or remedies. No waiver shall be effective unless it



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is in writing and signed by the party asserted to have granted such waiver.

- Parents/Guardians may not assign, or otherwise transfer, their rights or delegate their duties or obligations under the Agreement without prior written consent of the Lycée Claudel. Any attempt to do so is void. The Agreement shall inure to benefit and bind the parties hereto, their successors and permitted assigns. When fees are paid by the employer, families must ensure that payment is made.
- In the event that any part of any provision of the Agreement may prove to be illegal or unenforceable, the other provisions of the Agreement and the remainder of the provision in question shall continue in full force and effect.
- The Agreement may be executed in counterparts and/or by facsimile, email, or electronic signature and if so executed shall be equally binding as an original copy of the Agreement executed in ink by the parents/guardians.

Useful information:

- Information about scholarships and financial aid
- Link to the collection policy

I have read these financial regulations and I agree to comply with them.

Last and first names of the children:

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Names of the legal guardians:

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Signature: Date:/2023.

Signature: Date:/2023.

