

# Financial Contract

Please read and sign. A copy will be returned to you for your file.

## 1. Payments

Fees are due at the beginning of each semester unless arrangements have been made to pay by the month. Interest will be charged at 1.5% per month (18% per annum). Please sign the financial contract and return with application forms. MasterCard® and VISA® are accepted for fees.

## 2. Withdrawals and Refunds

- a) Room, board and tuition is charged by the semester.
- b) No refund is given on tuition after September 30 (Semester 1) and February 28 (Semester 2).
- c) Other semester fees are non refundable after November 30 (Semester 1) and April 30 (Semester 2)
- d) Surcharge for late withdrawal before second semester — Any students who chooses to withdraw at the end of the first semester must notify the school in writing of their intent to withdraw not less than 30 days prior to the first day of the second semester. If notification is not received, a \$250 surcharge will be added to the first semester fees.

## 3. Overdue Accounts

A monthly interest charge of 1.5% per month (18% per annum) will be assessed on all overdue accounts.

## 4. Other Information

- a) When there are two students from the same family, a discount of 25% is granted on tuition, but not on the other fees. If there are three from the same family, a discount of 33% is granted on tuition.
- b) Thanksgiving, Christmas, mid-winter break, Easter, and long weekends as designated in the school calendar, are not included in room and board fees. Dorms are closed during these holidays.

## 5. Contributions for Income Tax Purposes

The tuition portion of fees will be receipted and can be used as a charitable donation for Income Tax purposes (Canadian students only).

**7. Application Fee** - An application fee of \$50 must accompany all applications.

**8. Confirmation Fee** — A confirmation fee of \$150 is payable within 14 days of acceptance. This fee is refundable only if the application is withdrawn not less than 30 days prior to the first day of the semester. Upon arrival this fee will be credited to the semester fees.

Name of Student \_\_\_\_\_

Guarantor of Payment \_\_\_\_\_

Street/Box \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Please select one of the following payment options:

- Fees will be paid on or before the first day of the semester.
- 50% of the semester fees will be paid on or before the first day of the semester. The remainder of the fees will be paid by cheques postdated the first of each month.

Arrangements for fees must be made prior to the first day of the semester.

In the event these financial arrangements are not adhered to and I/we are in a stage of default in regards to payment of the terms of agreement, I/we recognize that continued attendance at LCBI for the student named above is not permitted. Should changes need to be made to this agreements it is my/our responsibility to contact the school office and arrange a suitable payment mechanism. I understand that LCBI will not forward marks to the Saskatchewan Ministry of Education until financial obligations have been met.

I have read and fully understand this financial contract.

Signature of Guarantor \_\_\_\_\_ Date \_\_\_\_\_

Signature of LCBI Accountant \_\_\_\_\_ Date \_\_\_\_\_