



Enrollment, Tuition & Family Commitment

Purpose

Kimberley Independent School (KIS) is committed to providing a supportive, inclusive, and engaging learning environment where students are known, valued, and encouraged to reach their full potential.

Enrollment at KIS is a partnership between the school and families. By enrolling a student, families agree to support the school's educational philosophy, community expectations, policies, and financial commitments.

This policy outlines admission requirements, enrollment expectations, tuition obligations, and procedures related to registration and withdrawal.

Admission and Enrollment

Enrollment Eligibility

Kimberley Independent School welcomes applications from families who support the values and educational approach of KIS.

Students entering Kindergarten must be five (5) years of age on or before December 31st of the year they begin Kindergarten.

Students entering other grade levels will generally be placed according to age, previous educational experience, and developmental readiness.

KIS supports students progressing with their age-appropriate peers and does not routinely recommend grade retention. Consideration may be given in circumstances where it is determined to be in the student's best interest.

KIS does not routinely support skipping grade levels due to the importance of curriculum progression, developmental readiness, and social considerations.

KIS recognizes that students develop at different rates. Grade placement decisions are made on an individual basis and consider:

- academic readiness;
- social and emotional development;
- student confidence and independence;

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- previous school experience;
- learning profile and support needs;
- best placement for student success.

Application and Admission Process

Families wishing to enroll a student at KIS must:

- complete an application form;
- provide required documentation;
- participate in an admissions conversation and/or student visit where applicable;
- review and agree to KIS policies and expectations;
- complete registration requirements upon acceptance.

Submission of an application does not guarantee admission.

Admission decisions are made by the Principal in consideration of:

- available space;
- class composition;
- student needs;
- school resources and staffing;
- alignment with KIS values and expectations.

Priority of Enrollment

When spaces are limited, priority may be given to:

1. Returning KIS students;
2. Siblings of current KIS students;
3. Students transitioning from KIS childcare programs;
4. Families who demonstrate alignment with KIS values and community expectations;
5. New applicants.

Priority placement does not guarantee admission.

Registration Commitment

Registration at Kimberley Independent School represents a commitment to enroll for the full academic school year.

By submitting registration and required fees, families acknowledge and agree to:

- secure a place for their child for the school year;
- meet tuition payment obligations;
- follow school policies and procedures;
- support regular attendance;
- maintain open communication with the school.

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Tuition and Fees

Tuition fees are established annually and published when registration opens in the Winter. Current KIS families will receive a minimum of fourteen (14) days to register before registration opens to the public.

Tuition fees are charged per student for the academic year. When registering, the commitment is for the full year of tuition. Payment schedules are available to parents.

The tuition fees are dependent on the school receiving the per student operating grant from the province of British Columbia. If this grant is not received, we would be required to increase fees by the amount of the grant.

Registration is not complete until all required forms and fees have been submitted.

Non-Refundable Fees

The following fees are non-refundable:

- Registration Fee (due upon registration);
- Supply Fee (due May 15 annually or upon registration after that date; non-refundable after July 1);
- Before and After School Care Registration Fee (where applicable).

A volunteer deposit is required annually and is due by the first Friday in September or upon registration if enrolling later in the year.

Tuition Payment Options

KIS offers flexible payment options:

Full Payment Plan

Families may pay the full annual tuition amount before October 15 and receive the applicable full-payment discount.

Monthly Payment Plan

Families may pay tuition in ten equal monthly installments from September through June.

Payments are due on the first of each month.

Payment methods accepted include:

- PAD
- e-transfer;
- cheque (full-year tuition only);
- credit card (additional processing charges may apply);
- cash payment in person.



Overdue account and collections

All returned cheques, returned PAD, and late payments, will incur a \$20 fee for accounting and administration costs.

Any account overdue by 30 days will begin accruing a 3% interest charge on all outstanding balances.

Accounts overdue by 120 days may be subject to debt collection proceedings.

Discounts

Early Registration Discount

A registration discount may be offered during the early registration period.

Loyalty Discount

A yearly loyalty discount may be applied to tuition fees for returning students.

The maximum loyalty discount is twenty percent (20%).

Loyalty discounts are dependent on continued enrollment and are discontinued upon withdrawal.

Attendance and Ministry of Education Funding Requirements

As an independent school, KIS receives provincial funding based on eligible student attendance and enrollment criteria.

To qualify for Ministry of Education funding:

- students must attend a minimum of 600 instructional hours between September 1 and May 15;
- parents/guardians must meet residency and eligibility requirements;
- students must remain exclusively enrolled at Kimberley Independent School.

Families are responsible for ensuring their child maintains eligibility.

Absences due to vacations, travel, or extended personal leave may impact funding eligibility.

If KIS loses Ministry funding due to a student becoming ineligible, the family may be responsible for reimbursement of the lost funding amount.

In cases of early withdrawal, extended absence, or dismissal where funding eligibility is affected, KIS will provide written notice and an invoice where applicable.

International Students

KIS may accept a limited number of international students who are not Canadian citizens or permanent residents.

International students must:

- reside with at least one parent or legal guardian;
- have appropriate immigration documentation;
- provide proof of medical insurance;
- complete all required enrollment documents.

International students are responsible for:

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- full tuition;
- applicable Ministry funding replacement amounts;
- registration fees;
- supply fees;
- required deposits.

International students are expected to attend for the duration of the agreed enrollment period.

Short-Term Students

KIS may accept short-term students when:

- space is available;
- the placement is appropriate;
- the school has the capacity to support the student.

Short-term enrollment fees will be determined based on the length of enrollment and applicable funding requirements.

Additional Support Fees

Kimberley Independent School strives to provide an inclusive learning environment that supports the diverse needs of students. In some circumstances, a student may require additional supports beyond what can reasonably be provided through regular staffing levels, available resources, or Ministry funding. Where significant additional individualized support is identified, the school will work collaboratively with families to review the student's needs, available assessments, funding opportunities, and appropriate accommodations.

If, after these considerations, additional supports are required beyond those reasonably available through the school's resources, families may be responsible for an additional fee aligned with the cost of providing those supports. These arrangements will be discussed collaboratively with families before implementation.

Withdrawal Policy

Families are expected to commit to the full school year when registering.

Withdrawal during the school year is strongly discouraged due to the impact on classroom planning, staffing, and financial commitments.

Families wishing to withdraw a student must:

- provide written notice to the Principal a minimum of thirty (30) days prior to withdrawal;
- complete a Student Withdrawal Form;
- complete a Release of Student Records Form.

Upon withdrawal:

- tuition obligations for the remainder of the school year remain applicable, and an invoice will be sent for the remainder of the year's tuition;
- lost Ministry funding reimbursement may be required where applicable;



- non-refundable fees remain in effect;
- loyalty discounts or tuition adjustments will end.

School Closure

In circumstances outside of the school's control, including but not limited to:

- natural disasters;
- severe weather events;
- labour disruptions;
- government-mandated closures;

KIS does not offer tuition refunds or fee reductions.

Family Responsibility and Partnership

Families play an important role in the success of the KIS community.

Families agree to:

- communicate openly with staff;
- support attendance and punctuality;
- follow school expectations;
- maintain updated student information;
- work collaboratively with the school to support student success.

KIS reserves the right to review enrollment where the school is unable to meet a student's needs or where continued enrollment is not in the best interest of the student or school community.