



Hillfield Strathallan College  
Here Excellence is a Way of Life

## ENROLMENT INFORMATION 2010/2011



A not-for-profit independent school, Hillfield Strathallan College is a registered charity. Our operating budget is primarily determined by our tuition fee revenue. We operate our classrooms, repair our buildings and facilities, and maintain our grounds and playing fields within our annual budget. Our future fees are set once a year based on forecasted annual operating expenses for the corresponding school year. Please see the enclosed 2010-2011 Fee Schedule.

## HSC Tuition Payment Options

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The College has a fee schedule with various payment plans to assist parents with the tuition expenses over the year.

- Plan A: One payment due July 31
- Plan B: Three payments due July 31, October 31 and January 31
- Plan C: Nine monthly payments from July 31 through March 31
- Plan D: Twelve monthly payments from June 30 through May 31

The selection of Plans B, C and D by parents is subject to College approval and includes a monthly administration fee. Students enrolling after May 31, and requesting one of these extended payment plans, must remit all past payments required by the selected plan to complete the College's acceptance. Extended payment plans are not available for students enrolling after October 31. Changes to extended payment plans will not be accepted after September 30.

Families who are not permanent residents in Canada must pay fees using Plan A.

Late payment charges on overdue account balances will be assessed, and HSC reserves the right to withdraw services if accounts are not paid in accordance with the established due dates.

The College prefers tuition fees to be paid by pre-authorized bank payment. Payments on account balances may also be made by cash, cheque or Interac at the HSC Business Office. In addition, payments through Internet banking can be made through most chartered banks.

## New Student Application and Registration Fees

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A non-refundable application fee of \$150 is required with the submission of an Application for Admission. When your child is offered a place at HSC, we will also send you an enrolment package. To secure the place, you must complete and return the enrolment form, the contractual agreement, and include payment of a one-time non-refundable registration fee of \$1,000 for full-day students, and \$500 for half-day students. *This registration fee is an additional fee and it is not applied to the tuition fee.*

## Enrolment Contracts and Financial Obligations of the Family

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Each time you enrol a new student in HSC, you must complete and sign an Enrolment Contract with the College. In subsequent years, parents of current students, returning for their next year at the College, must complete and sign a re-enrolment form as an update to the original enrolment contract.

The contract between the family and the College ensures our commitment to hold a place for the student, and the family's commitment to meeting its fee obligations. A notice of withdrawal must be made in writing, sent by registered mail, and received by the College on or before April 1 if the family wishes to cancel its contract or re-enrolment with the College.

## Annual Tuition Fees cover the following:

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- Nutritious daily lunches served for all full-day students.
- Daily main road transportation: HSC serves a broad geographic region which reaches from Grimsby to Oakville, and from Brantford to Campbellville. As such, our transportation service is not able to provide door-to-door

service and may be subject to route changes annually following shifts in our demographics. The two-way main road service provides an incoming morning run, and two outbound runs most days: one run after classes are dismissed at 3:40 p.m. to most of the communities we serve, and another at 5:00 p.m. to accommodate those students who live in outlying areas or students who take part in extracurricular activities. We do not exclude any portion of the tuition fee or offer any form of rebate for this service, even if students do not use it regularly.

- Half-day students receive morning pick-up or afternoon drop-off depending on the portion of the day the student is in attendance. *One-way noon drop-off and pick-up is provided for half-day students living in close proximity to the College. Please note that there is an additional charge for this service. For more information, please check with the Transportation Office about the bus service in your area.*
- Transportation for local day and field trips is usually covered. Other trip charges may be billed to your account.
- HSC includes an Expansion Fund fee which allows the College to invest in special capital expansion projects outside the normal course of operations. Please refer to the enclosed fee schedule for additional information applicable to families with more than one enrolled child.

## Costs not covered by fees are:

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- Noon transportation for half-day students. Please contact the Transportation Department to arrange for this service.
- Textbooks, personal supplies, uniforms and college clothes which are available through our campus store. The Junior and Montessori schools have workbook charges. The Middle and Senior Schools have an IDT and art materials charge.
- School photographs and the annual yearbook. Individual school photographs are taken in the fall. Cost varies with the package option selected. Yearbooks are usually distributed one to a family, and are usually in the \$65 range per year. Extra yearbooks can be ordered in advance.
- Junior and Montessori School After-school Care. Under certain family circumstances, where children must stay until 5:00 p.m., there is a daily fee. Please refer to the Fee Schedule for the per diem charge.
- Enrichment Week Activities. All students in Grades 4 through 10 and Grade 12 are expected to participate in a major program-based field trip each year. There are no classes offered at that time. Each trip has a separate cost structure outlined below. These activities offer students the opportunity to learn through experience, in such areas as Canadian history, French Canadian culture, environmental awareness, and curriculum-based outdoor education.

Grade 4/M9:	Mulmur - \$265
Grade 5:	St. Donat French Trip - \$565
Grade 6:	Sunship Earth Program - \$400
Grade 7:	Camp Pioneer Ontario - \$265 Ste. Marie among the Hurons - \$270
Grade 8:	Camp Wenonah Centre - \$300 Ottawa - \$470
Grade 9:	Camp Onondaga - \$445
Grade 10:	Spirit Point - \$400
Grade 12:	Camp Onondaga - \$280

- The College may offer other special trips and events (athletics, theatre etc.). Charges for entrance fees, accommodations, transportation etc. will be determined on a per trip basis.

## Re-enrolment and Re-enrolment Deposits for Returning Students

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In subsequent years, the College re-enrolment process is used to predict class sizes and teaching resources for the following year. For current students returning for their next year at the College, a tuition deposit must be submitted with the student's re-enrolment form to hold a place for the next academic year. *All re-enrolment tuition deposits are applied to the tuition fee for the following school year, and are applied in the June statements.* Re-enrolment deposits must be payable upon receipt by HSC and are non-refundable. Typically, re-enrolment forms are sent out in mid-January and are due back by early February, with the **non-refundable re-enrolment deposit of \$1,000 per student** (\$500 for half-day students). Note that for half-day students moving to full-day status, the College also requires \$500, as the remaining portion of the registration fee for full-day students.

## Tuition Refunds

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If you choose to withdraw a student, or HSC dismisses a student (for serious breach of conduct), the family remains obligated to pay the full tuition fees for the year in addition to other charges incurred to date. No refund of tuition fees paid or cancellation of fee obligations will be made.

However, a Tuition Refund Insurance Plan is available through the College to protect the family against the loss of 50% to 100% of the unused fees for the year, while the student is in attendance. We strongly encourage you to take advantage of this plan. The insurance only covers withdrawals under specific circumstances. We strongly recommend this insurance for parents in occupations with high transfer rates. The plan terms can be discussed with Business Office staff at extension 110 or 119 before you make your decision to purchase. The plan is not available to international students. Tuition Refund Insurance can only be claimed under the following specific circumstances:

- Students must be in attendance at the College for a minimum of 14 consecutive days during the academic year the insurance covers in order to make a claim.
- Medical absence or medical withdrawals: provided the disability extends for thirty-one or more consecutive days. The disability must be certified by a legally qualified medical practitioner. The College will refund 100% of the pro-rated unused fees.
- Non-medical withdrawals: such as family re-locations. The College will refund 60% of the pro-rated unused fees.
- Dismissal: The College will refund 75% of the pro-rated unused fees.
- Medical claims must be reported within twenty days from the date of occurrence.
- Non-medical claims must be reported as soon as possible after the date of withdrawal, but in any event, not later than ten days after the end of term in which the withdrawal occurs.
- Payments will be credited to the student's account.
- Tuition Refund Insurance premiums are due in full with the first installment of fees. Refer to the 2010-2011 Fee Schedule for premium rates.
- Please note that this plan does not cover late withdrawals (after the April 1 deadline).

## Income Tax Benefits: Child Care Expenses

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There are some expenses which may be claimed by parents as child care expenses. A receipt is issued to the parent who is responsible for the payment of the fees, unless we receive a written request for another arrangement directed to the Director of Finance.

Child care expense receipts are pro-rated and cover the periods of January to June and September to December (calendar year).

## Scholarships

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The College offers selected scholarships which reduce the overall tuition for students with high potential to benefit from our educational program. Senior School Scholarships are offered to incoming Senior School students entering Grades 9 through 11 as well as to current Grade 8 students at HSC entering the Senior School. All new candidates must submit a regular Application for Admission, the completed Scholarship Application(s) and write the scholarship tests. The scholarship tests are held in December.

Our Senior School Scholarship program includes both primary scholarships (\$5,000 to \$10,000) and secondary scholarships (up to \$5,000).

The successful recipients will be students who embody the College's Mission, Vision and Values, most notably a commitment to "academic excellence" and "a broad approach to education" that includes academics, the arts, athletics, community service and leadership opportunities.

Consequently, the scholarship awards are based on academic achievement in the scholarship examinations, previous academic performance, a foundation of academic success as demonstrated through report cards, and an ability and willingness to contribute to the day-to-day life of the College. A Selection Committee will review the applications and prepare a short list of applicants to interview.

The Alumni Association's Leadership Award is offered to one Grade 9 external (applying for Grade 9) or internal (current Grade 8 student at HSC) recipient who embodies the College's Mission, Vision and Values, most notably through outstanding leadership potential. All new candidates must submit a regular Application for Admission, as well as the completed Alumni Association Leadership Award Application Form and write the scholarship tests. This scholarship is valued at 50% of tuition for up to four years. A Selection Committee will review the applications and prepare a short list of applicants to interview.

The Alumni Association's Family Award is available to an external or internal student successfully entering Grade 9. This one time award in the amount of \$500 will be given to any child or grandchild of an alumnus to celebrate the family link to the College, who has completed the appropriate application form. An alumnus will be defined as any student who has fulfilled a minimum of one year at HSC.

## Financial Aid

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HSC also offers financial aid across all four schools for students currently attending the College, who may qualify for temporary aid under the “College Bursary Policy”. Requests for financial aid are made by filling out the “Application for Financial Aid” form and submitting it to the Director of Finance by December 31, for the upcoming school year. A third party assessment and recommendation regarding these applications is provided to the College to assist in the decision-making process.

All enquiries concerning fees, payment plans, tuition refunds, or other financial information may be directed to the Business Office at 905-389-1367, ext. 110, 119 or the Director of Finance, at 905-389-1367, ext. 103.

## Privacy Statement

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Hillfield Strathallan College is committed to protecting the privacy of our families, students, employees, alumni, donors, stakeholders and other individuals about or from whom we collect personal information. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

Hillfield Strathallan College embraces the principles of the Canadian Standards Association Model Code for the Protection of Personal Information to ensure that all personal information is properly collected, used only for the purpose for which it is collected, and is disposed of in a safe and timely manner when no longer required.

During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

## Photo Release Information

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When you indicate your consent on your student’s enrolment or re-enrolment form Hillfield Strathallan College, its legal representatives and assigns, have the right and permission to publish/broadcast, without charge, photographs/images taken of your child/children during his/her/their participation in College programs and activities. These photographs/images may be used in HSC publications, including electronic publications, during TV broadcasts, or in audiovisual presentations, promotional literature, advertising or in other similar ways.

## Admissions Department Information

The Admissions Department is always happy to assist you with enrolment and re-enrolment questions and procedures. Please do not hesitate to contact us.

Information is available by visiting our website at [www.hsc.on.ca](http://www.hsc.on.ca) or e-mail us at: [admissions@hsc.on.ca](mailto:admissions@hsc.on.ca) or contact us by phone at: 905-389-1367.

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