



## ADMISSION POLICY 2026-2027

The Pen & Paper Foundation is committed to the responsible management of its finances. To sustain the foundation's operations effectively, the policy outlined below addresses the fee, payment methods, deadlines and withdrawal terms. We appreciate your cooperation in ensuring timely payments, which are critical to meeting the foundation's financial obligations.

### Alternative Program fees for the Academic Year 2026-2027:

Session	Kindergarten (Half-day)	Grades 1 - 9
2026-2027	\$2,750/-	\$3,500/-

### Current Students:

- **Re-registration Period:**
  - Opens: 5<sup>th</sup> January 2026 | Closes: 12<sup>th</sup> February 2026
- **Fee Status:**
  - To re-register, any outstanding fee or dues must be cleared by 26<sup>th</sup> December 2025. Outstanding dues beyond this date may jeopardize re-registration.
  - Additionally, the school must confirm that there are no pending charges for each student.

### New Siblings Registration:

- Opens: 13<sup>th</sup> February 2026 | Closes: 20<sup>th</sup> February 2026

### New/Future Students:

- **Registration Period:**
  - Opens: 23<sup>th</sup> February 2026 ( First come first served ).
- **Late Admissions:**
  - Subject to seat availability.
  - Admissions after 8<sup>th</sup> September 2026 are non-refundable and require the payment of all accumulated and applicable fees i.e., Registration, Administration and Alternative Program fees.
- The new student administration fee is set at \$100/- per student for those who choose the instalments option (**non-refundable**).

### Payment Structure:

- Alternative Program fees:
  - Registration Fee is \$150/- per student (non-refundable).
  - Administration Fee is \$100/- per student (non-refundable, applicable to installment plan).
  - A 25% non-refundable deposit is required upon registration to secure a student's place.
  - 8 Monthly instalments for the remaining fee i.e., 75%: The payment dates are 10 of each month viz, February, March, April, May, June, July, August and September 2026.

### Discounts:

- **Current Students:**
  - 7% on fees if paid in full (100%) by 12<sup>th</sup> February 2026.
- **New Students:**
  - 7% on fee if paid in full (100%).
- **Sibling and Staff:**
  - 10% on fee (excludes registration/administration fees),
- No discounts are applicable on any registration that is made after 1<sup>st</sup> September 2026, except for siblings and staff.

### Payment Methods:

- **Preauthorized:**
  - Direct Debit Authorization.
  - Cheque: Payable to Pen & Paper Foundation by providing student name and grade in the memo.
  - Cash: Acceptance is only for full payments and the registration dues at the time of registration.
- **Take Note**
  - E-Transfer, Cheque and Cash options are only accepted for the registration dues and/or full payments at the time of registration.

- Having no exceptions, all parents are advised to ensure that they have the required information handy regarding the pre-authorization ( PAD ). They will be provided with the forms to fill in at the registration time. The fee schedule will be provided foundation needs to have the preauthorization for the fee/dues to collect during the calendar year 2026, if any.

### NSF Fee and Penalties

- An NSF fee of \$45 will be applied to each pre-authorized withdrawal that is dishonored. The Foundation will notify you promptly upon receiving such information from its financial institution. The NSF fee will then be added to the corresponding installment amount due.
- The foundation reserves the right to charge delayed and/or late payment charge up to 10% on unpaid instalment(s) at the withdrawal attempt of such dishonoured transaction(s).
- Failing adherence to payment schedule will entail the consequences like the case referral to the collection agency services etc., for recovery purposes.
- 2 PAD dishonored transactions will result full fee for the next academic year.

### Refund(s):

- Before 5<sup>th</sup> September: The registration, administration, and 25% of the undiscounted Alternative Program fees (in case of sibling(s)) are non-refundable.
- Any withdrawal before 5<sup>th</sup> September 2026 will result in a refund of the remaining paid fee.
- On or after 8<sup>th</sup> September 2026: No refunds will be issued under any circumstances.

### Conclusion:

- The foundation depends on your timely payments to operate effectively. Please review this policy thoroughly and ensure compliance with deadlines. Your support allows us to sustain the quality education and environment your child(ren) deserve.
- For further inquires, contact the Pen & Paper Foundation office via [info@pnpfoundation.ca](mailto:info@pnpfoundation.ca).