Administrative Procedure 401
Business Administration

REGISTRATION DEPOSITS

Background

The Charter Board believes in the collection of non-refundable deposits as part of enrolment processes for the purposes of ensuring adequate staffing, allocating accurate school budget (s), transportation planning and student numbers.

Procedures

1. Deposits for Registration
    1.1. Non-refundable deposits will be charged each year for the registration of a student into STEM Collegiate.
    1.2. Once the school has offered a placement to a student, a parent must make a non-refundable registration deposit to complete the registration.
    1.3. A registration is not considered final until full payment of the non-refundable registration deposit has been made.
    1.4. Under no circumstances are non-refundable registration deposits refundable.
2. Deposits for School Contracted Transportation Services
    2.1. Non-refundable deposits will be charged each year for the registration into the school provided transportation service.
    2.2. Under no circumstances are non-refundable transportation service deposits refundable.
3. Conversion of Deposits into Pre-Paid Fees
    3.1. At the beginning of each school year, all non-refundable deposits for registration and contracted transportation services will be converted into respective credits for school fees and transportation fees.

Approved: August 2023