

3.10 Christian Program Fees

Background

Christian Program Fees are essential for funding the Christian programming at Edmonton Christian Schools. They help provide stability to these programs by supporting consistent staffing, materials, resources, maintaining the buildings, servicing the mortgages and paying the utilities and so forth. The budget for these items are approved at the AGM by active members.

Policy - General Matters

1. Christian Program Fees are charged based on a student's reserved placement for the full school year.
2. Fees are not reduced, refunded, or prorated for absences, regardless of reason, including but not limited to:
 - Vacation
 - Illness
 - Medical appointments
 - Suspension or expulsion
 - Family emergencies
 - Inclement weather
 - Religious observances
 - Personal reasons
 - Government shutdowns
 - Strikes or other disruptions outside of the Society's control
3. If a student officially withdraws from the school, program fees will cease for the months following the date of withdrawal. No program fees will be refunded for months preceding withdrawal.
4. Once a student withdraws, their spot will no longer be held. Re-enrolment will not be prioritized and will be treated as a new application, subject to space availability. Same-year re-enrolment after withdrawal will not be considered.
5. Christian Program Fees are not eligible for charitable tax receipts.

Policy - Payments

- **Fees may be paid as follows:**
 - One-time payment in full: The total annual fee is paid in full on or before October 1 of the calendar year. For example, for the school year from September 1, 2025 to June 30, 2026, the parent or guardian is to pay the entire year of fees on or before October 1, 2025.

- Three periodic payments: The annual fee will be divided into three equal installments, due on October 1, January 1 and May 1. For example, for the school year September 1, 2025 until June 30, 2026, payments are to be made, October 1, 2025, then January 1, 2026 and the final third on May 1, 2026.
 - Monthly pre-payments: Equal monthly payments may be made in advance on the 1st, 15th, or 20th of the month (or the 3rd of the month if paying by credit card). Payments are equally spread over 10 months – September to June.
2. Families in arrears will be reminded to pay their fees by way of an email when payments are not received.
 3. If a family's outstanding balance remains unpaid 45 days after the due date, a second reminder will be issued via email and phone call. This communication will inform the family that any payments remaining unpaid beyond 90 days from the due date will be sent to collections, and the parent's or guardian's ESCE membership will be revoked.
 4. If any outstanding balance remains unpaid 90 days after the original due date, the family will receive a registered letter. The letter will state that the deadline date has passed and the outstanding balance has been sent to collections and the parent or guardian's ESCE membership has been revoked. When membership is revoked, it can only be reinstated one (1) year after the parent or guardian has commenced and maintained a full year of payments (with no further missed payments) as per one of the schedules above.

Policy – Revocation of Society membership due to non-payment of fees

Clause 4.6 of the bylaws and Constitution of the ESCE states that any member may be expelled by vote of the Board for reason of any act found to be in conflict with the basis of the Society.

Collectively, the four Reformed confessions listed in the ESCE's basis of society suggest that ESCE members should pay their fees when due as part of their commitment to the alternative Christian programming at ECS and their duty to love their neighbor, act justly, and reflect their faith through good works. For example, the Heidelberg Catechism's description of the eighth Commandment reprimands one who is withholding what is due.

Policy – Subsidy Program

The Edmonton Society for Christian Education (ESCE) has set aside a limited amount of money to support those families that desire to send their children to Edmonton Christian

Schools but are not able to pay full program fees. As a non-profit organization our funds are limited, so we encourage families to seek assistance from other sources (e.g. their churches and family) before applying for the ESCE subsidy program.

Process goes as follows:

1. The ESCE Subsidy Program is available for a reduction of Christian program fees only. Transportation and Preschool fees, if applicable, must be paid in full. Field trip and other school/course fees are collected by the EPSB and do not qualify for subsidy.
2. To be considered for the ESCE Subsidy Program, a new application form must be completed each year.
3. Confirmation of previous year's gross income (i.e. a copy of the latest tax assessment notice) plus an estimate of current year gross income with supporting documentation, if different from the tax assessment, must be submitted.
4. All families are expected to pay a minimum of \$1000.00 per year (\$100.00 per month). The balance of the Christian program fee qualifies for up to 100% subsidy, depending on family income and financial circumstances.
5. The amount of reduction that a family qualifies for is based on a formula that follows federal income tax guidelines. Each family is expected to pay 7% of the total income that is in excess of its exempt income. Exempt income is based on the number of family members and is calculated as follows:
 - a. Basic exemption equivalent to the CRA Federal basic personal exemption from the tax year.
 - b. Spouse or first dependent exemption equivalent to the CRA Federal basic personal exemption from the tax year.
 - c. Additional dependents exemption equivalent to half of the CRA Federal basic personal exemption.
6. The calculated amount must be paid in 10 equal installments beginning in September (for a partial year the number of installments is prorated).
7. ESCE Subsidy Program applications must be approved by the Executive Director or the designate empowered to do so by the Board.
8. Funds are limited and applications will be considered until funds are exhausted. All applications received by June 15 will be given the same priority. Those received after June 15 will be given a lower priority.
9. To ensure the long-term sustainability of the ESCE Subsidy Program, please be advised that eligibility criteria, required documentation, and program restrictions are subject to annual review.

10. The Society reserves the right to implement additional procedures or adjust constraints based on shifting operational needs, current economic conditions, and the total volume of subsidy requests received in any given year. Applicants are expected to review the most current version of these guidelines in the subsidy application package each year to ensure compliance with the requirements in effect at the time of their application.

Created: July 2025

Approved: July 2025

Reviewed: None

Formerly: Both Policy 3.9 and 3.10 combined into one and revised.