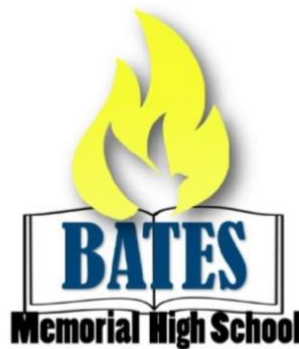




STUDENT ADMISSION & FINANCIAL POLICY



JULY 1, 2024

BATES MEMORIAL HIGH SCHOOL
1 Adventist Street, Sangre Grande



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FINANCIAL POLICY

Bates Memorial High School (BMHS) has been and is dedicated to not only giving its students the academic competences but also teaching them of their individual responsibility to be a light in their social and professional spaces by presenting them with the truth of the gospel of Jesus Christ. At BMHS each student is uniquely special and is encouraged to seek the purpose that God has established for his/her life. With a balanced curriculum, BHMS prepares each student for success on life's journey. It is the commitment of the school to operate financially as Scripture admonishes. The responsibility of keeping bills current depends upon the timely payment of tuition and other appropriate fees by parents/guardians who have chosen to enroll a child at BMHS.

To keep the cost as low as possible while furnishing the funds necessary for BMHS to meet its operating expenses, such as payroll, administrative, physical plant and other expenses, the following financial policies have been adopted.

ADMISSION

BMHS is a private Seventh-day Adventist (SDA) secondary school. Students are enrolled at BMHS with tuition being covered by their parents/guardians. Students can gain entry at any form level once approved by the chief administrator, the Principal.

Instructions for Admission

Each applicant must submit the following to complete the registration process:

1. Student Performance Sheet (if applicable)
2. Original and copy of Computerized Birth Certificate and Affidavit, where applicable.
3. Proof of citizenship if the student is a national born outside of Trinidad & Tobago
4. Valid student permit and relevant documents if student is a non-national
5. 1 passport-sized photograph of the student
6. National I.D. card / Driver's Permit or Licence / Passport of Parent/Guardian – Original and Copy
7. Original and copy of Custodial Agreement where necessary
8. National I.D. card / Driver's Permit or Licence / Passport of Person(s) (other than parent/guardian) who is authorized to collect student in cases of emergency– Original and Copy
9. Most recent paylip
10. Job letter



FINANCE & REGISTRATION

Before attending classes for any term, students must follow the registration procedure carefully.

- Full payment of tuition is to be made to **RBC Royal Bank (T&T) Limited, Arima Branch, Savings Account No. 100004010126048** through online banking. The receipt should be brought to the school or emailed to regionalschooltreasurer@gmail.com to begin registration. Payments via LINX or Manager's Cheques can also be made at the school.
- To be registered, each student must be dressed in complete uniform and fees paid up or have a signed contract for payments approved by the Principal. Their status will be noted as "REGISTERED" and they will be provided with a note to be admitted to their form class.

Tuition Rate & Payment Plans

Students in Forms 1-4

The full year's tuition is listed in the chart below. We also provide you with different options for meeting your annual financial obligation.

2024/25 REGULAR TUITION RATE OPTIONS				
	PLAN A	PLAN B	PLAN C	PLAN D
ANNUAL TUITION	FULL ANNUAL	SEMI-ANNUAL	TERMLY	MONTHLY (10 MTHS)
\$ 10,500	\$ 10,500	\$ 5,250	\$ 3,500	\$ 1,050

Four (4) plans are available for paying tuition by instalment under the regular tuition rates and are as follows:

- **PLAN A:** the tuition as stated is paid in full **on/before the first day of school.**
- **PLAN B:** the tuition as stated is paid in two (2) equal instalments **on/before the first day of school and end of the fifth (5th) month of the school year.**
- **PLAN C:** the tuition as stated is paid in three (3) instalments with the first payment due **on/before the first day of school** and the remaining payments due **on/before the 1st day of each.**
- **PLAN D:** the tuition as stated is paid in ten (10) equal instalments with the first payment due **on/before the first day of school,** and the remaining nine (9) payments **due on/before the 1st of each month from October thru to June.**



Students in Form 5

The total annual tuition for the Fifth Form School Year is due in full **on/before the end of the third week of October** of that school year.

Methods of Payment

At the school, payments can be made via LINX, manager's cheques or business cheques. Personal cheques will NOT be accepted.

Alternatively, payments can also be made online or by bank or wire transfer to **Bates Memorial High School, RBC Royal Bank (T&T) Limited, Savings Account No. 100004010126048.**

For international payments the following details may be required: -

Name: BATES MEMORIAL HIGH SCHOOL

Address: 1 ADVENTIST STREET, SANGRE GRANDE

Bank Account #: 100004010126048

Type of Account: SAVINGS

Bankers: RBC ROYAL BANK (TRINIDAD & TOBAGO) LIMITED

Banker's Address: PORT OF SPAIN, TRINIDAD

Swift No.: RBTTTPX

NB: The Bank will convert all foreign currency sent to TT dollars for value. Your receipt will be prepared based on this converted amount.

For alternative and international payments, proof of payment must be emailed to regionalschooltreasurer@gmail.com, stating clearly the name and form of the student(s) being paid for.

Cash transactions on the compound will now be limited to a maximum amount of \$200. For transactions in excess of \$200, payments can be made via LINX, online, deposited at any branch of **RBC Savings Account No. 100004010126048.**



Delinquent Accounts

Accounts become delinquent by failing to make payment obligations by the tenth (10th) day after the due date of the payment as indicated in the chosen payment option. If payments for tuition are not made by this date, the student will be temporarily suspended and will not receive class or homework assignments until payment of all past amounts due are made. Although a student may have received the intangible form of our product, **it is important to note that THE TANGIBLE PRODUCT(S) (DIPLOMAS, REPORT CARDS OR ANY STUDENT FILE) WILL NOT BE RELEASED FOR STUDENTS WITH DELINQUENT ACCOUNTS.** Additionally, all accounts must be paid in full before a student can sit for the final exams/testing for the school year. If a student is unable to sit final exams/testing due to delinquent accounts, the student will receive an Incomplete Grade.

Accounts that are delinquent over six (6) months will be turned over to a Collection Agency / Petty Civil Court. A fee of thirty-five percent (35%) on the outstanding balance will be charged on all accounts sent for collections. Additionally, the legally responsible party shall pay attorney fees and related expenses should the school incur any such expenses related to any collection effort made.

Unpaid Prior Balances

Students cannot register or return for a new school year until the previous year's account has been paid in full.

Student Withdrawal

Students are considered enrolled in school and will continue to be responsible for all tuition payments until they have officially withdrawn, either by parental choice or school request. When initiated by them, the parents/guardians are expected to complete an official withdrawal form no later than the last date of attendance, stating the reason for withdrawal. Students who pay their tuition fees in full and subsequently withdraw will have their refund calculated according to the Tuition Refund Schedule listed below. Students who pay their tuition fees in full and are subsequently expelled or debarred from school due to their conduct will not be awarded a refund. An appeal can be made to the School Board for the same.

TUITION REFUND SCHEDULE	
Official Withdrawal Period	Refund Awarded to Student
One week after Registration	80% of full tuition
Two weeks after Registration	50% of full tuition
Three weeks after Registration	20% of full tuition
Four weeks after Registration	NONE



If the term has not yet commenced, FULL tuition will be refunded.

Exceptions

Any exceptions to these policies will be made at the discretion of the Board of Management.

Failure to comply in a complete and timely manner with the provisions of this policy will constitute sufficient reason for the Bates Memorial High School to terminate enrolment at the school. This also applies if tuition is 60 days in arrears. BMHS reserves the right to waive this provision based on the findings of a detailed analysis of each case presented.



AGREEMENT & SIGN-OFF

I, _____, parent/guardian of the following student(s)

STUDENT NAME	D.O.B. (dd/mm/yy)	GENDER (M/F)	FORM
1. _____			
2. _____			
3. _____			

do hereby agree with the terms laid out in this document.

I note my financial obligation to Bates Memorial High School for the _____ school year is _____ and hereby agree to keep my child/charge in good standing with regard to this financial obligation, acknowledging that there are consequences for not doing so as described above.

Parent/Guardian Name (Block Letters)

Signature

Date

ID: _____

(Make copy of ID)

Address: _____

Phone: Mobile: _____ Home: _____ Work: _____ ext _____

Email: _____