



# Financial Handbook

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2022–2023

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## Section 1: Program Fees

### BOARDING STUDENTS Tuition & Fees

Boarding fees apply to all boarding students, regardless of their citizenship (Passport) or permanent residency.

Fees include custodianship, medical insurance for non-Canadian Passport Holders, textbooks, course workbooks, school tie, “House” t-shirt, baseball cap, water bottle, toque, meals, accommodation, and an *Overnight Academic & Experiential Field Trip!*

Please review our **Parent-Student Handbook**, **Policy Handbook** and other important documents on our website: <https://www.merrickprep.com/documents-and-resources>

PROGRAM	1 Semester	2 Semesters
ESL Foundation Program	CAD: \$28,750	CAD: \$56,200
High School Grade 9 & 10	CAD: \$28,750	CAD: \$56,200
High School Grade 11 & 12	CAD: \$29,750	CAD: \$58,200
University Qualification Year (UQY)	CAD: \$29,750	CAD: \$58,200

**Two Semesters** = September through June.

**One Semester** = September through January, or; February through June.

**Field Trips** takes place in the First and Second Semester. Students must earn the right to participate based on attitude and behaviour; there is no guarantee that all students will earn the right to participate.

#### **NOTE:**

1. **Textbooks** are provided free of charge; however, students are responsible to return them in the condition they were given and will be required to pay for the cost to replace lost or damaged books.
2. Students are expected to come with their own school **supplies** (pens, pencil, calculator, notebooks, etc) and **laptop computer**. Please review technology requirements in the Policy Handbook.
3. A school **cardigan** is required at a fee of \$150, which will be deducted from the Student Account.
4. A student **hoodie** is provided at a fee of \$55 and is deducted from the Student Account.
5. Should a student lose their **key**, the replacement cost is \$40.
6. Should a student lose their **FOB access/entry card**, the replacement cost is \$150.
7. Should a student lose their tie, the replacement cost for is \$100.

## DAY STUDENTS Tuition & Fees

Day Students must be living with their parent(s)/legal guardian. Day Students must secure their own health insurance and provide proof of health insurance upon registration. Students are not allowed on the school campus without appropriate health insurance.

Fees include textbooks, course workbooks, school tie, “House” t-shirt, baseball cap, water bottle, toque and breakfast, lunch, snack on school days, and an Overnight Academic & Experiential Field Trip!

Please review our **Parent-Student Handbook**, **Policy Handbook** and other important documents on our website: <https://www.merrickprep.com/documents-and-resources>

PROGRAM	1 Semester	2 Semesters
High School Grade 9 & 10	CAD: \$8,450	CAD: \$16,450
High School Grade 11, 12 & University Qualification Year (UQY)	CAD: \$9,125	CAD: \$17,950

**Two Semesters** = September through June.

**One Semester** = September through January, or; February through June.

**Field Trips** takes place in the First and Second Semester. Students must earn the right to participate based on attitude and behaviour; there is no guarantee that all students will earn the right to participate.

### NOTE:

1. **Textbooks** are provided free of charge; however, students are responsible to return them in the condition they were given and will be required to pay for the cost to replace lost or damaged books.
2. Students are expected to come with their own school **supplies** (pens, pencil, calculator, notebooks, etc) and **laptop computer**. Please review technology requirements in the Policy Handbook.
3. A school **cardigan** is required at a fee of \$150, which will be deducted from the Student Account.
4. A student **hoodie** is provided at a fee of \$55 and is taken from the Student Account.
5. Should a student lose their **FOB access/entry card**, the replacement cost is \$150.
6. Should a student lose their tie, the replacement cost for is \$100.
7. **Day Students** must be off campus by 5:15pm due to supervision requirements.
8. **Dinners**, Monday through Friday, are optional at an additional cost of \$1,800 per semester. Students must be off campus by 6:30pm.
9. **Evening Study Support** Monday through Thursday from 7:00pm – 9:00pm is optional at an additional cost of \$3,750 per semester. Students must be off campus by 9:15pm.
10. Day Students are allowed on campus during the following times conditional they have been invited on campus by a boarding student and have been granted permission by the Residential Life Supervisor on duty:
  - Friday 5:15pm – 10:30pm.      Saturday 12:30pm – 10:30pm.      Sunday 12:30pm – 5:00pm.
  - If a Day Student has a meal during their visits at any of the above posted times, they will be charged \$20.00 for a dinner and \$15.00 for a brunch. Please review our Parent-Student Handbook and Policy Handbook.

## SYNCHRONOUS LEARNING STUDENTS Tuition & Fees

All course content will be delivered online via our Synchronous Learning Platform. Please review our Parent-Student Handbook, Policy Handbook and other important documents on our website: <https://www.merrickprep.com/documents-and-resources>

PROGRAM	Per Course	1 Semester	2 Semesters
High School Grade 9 & 10	CAD: \$4,140	CAD: \$16,560	CAD: \$33,100
High School Grade 11, 12 & University Qualification Year (UQY)	CAD: \$4,390	CAD: \$17,560	CAD: \$35,100

### NOTE:

1. There are four courses per semester.
2. A semester, and course, will run September to January, or February to June. Summer School courses may be available in July. Please check the school course calendar for dates or contact our admissions office at [admissions@merrickprep.com](mailto:admissions@merrickprep.com).
3. Each class is 75 minutes long. Classes start at 8:45am and end at 3:45pm, Eastern Standard Time. Attendance is mandatory in order to be granted a credit.
4. Students must have a quiet, designated workspace with internet, computer, camera, microphone and speaker. Please review our "Synchronous Course Policy: Synchronous Learners and Late Arrivals Policy" found in our Policy Handbook: <https://www.merrickprep.com/documents-and-resources>

## Section 2: Student Account

The mandatory Student Account fee is \$2,000 for the academic year, or \$1,000 per semester for Boarding students, and; \$1,000 for the academic year, or \$500 per semester for Day students. A Student Account is established for each student at Merrick Preparatory School upon admission into the school. The Student Account is used to pay for such things as the school yearbook, transportation to scheduled school events, optional and mandatory weekend activities, school organized and sanctioned outings, academic trips, school supplied uniform items, and the like. The Student Account must maintain a minimum balance of \$300 to act as a security damage deposit, and cleaning fee for rooms (boarding students) that are unreasonably unkempt. Should a Student Account drop below \$300 all academic and student records (report cards, transcripts, Ontario Student Record and sundry) will be withheld until the Student Account balance is in excess of \$300. **Please note:** the withholding of academic records will jeopardize a student's ability to graduate, earn their Ontario Secondary School Diploma, apply to other academic institutions or gain entry into post-secondary studies. At the end of the student's stay at Merrick Preparatory School their textbooks will be collected, and their room (boarding students) will be inspected for any damages; if there are any damages or missing books, the \$300 security deposit will be used to pay for missing books or damages, and further charges may occur to cover the costs of replacement, repair and cleaning. A monthly Student Account statement will be sent via email to parents/guardians. The Student Account is **not** a personal bank account from which students can withdraw funds. If students require personal funds to make

purchases, they must set up a bank account as outlined in Section 3, below. Any funds that remain in the Student Account upon departure will be returned to the parent/guardian.

### Section 3: Personal Student Bank Account

Students will need spending money for things like telephone cards, personal items (soap, shampoo, toothpaste, etc), personal transportation, shopping and entertainment (e.g.: movies or a meal out with friends), to write the IELTS exam and to apply to university. Spending habits will vary from student to student and depend on individual family budgets. Most students spend between \$40.00 to \$100.00 CDN a week without any major purchases. Students are responsible for their own spending money and we encourage them to develop self-discipline with spending. **All students must open a Canadian bank account.** We recommend the Royal Bank of Canada which is adjacent to Merrick Preparatory School (MPS). MPS staff can assist students to set up a bank account in which parents may periodically deposit money for the student: this allows the parents to manage and track their child's spending.

### Section 4: Optional Purchases

Merrick Preparatory School offers a variety of programs and products for students. Students are not required to participate in these trips or purchase the following products.

#### 1. *December and March Break*

In December and March students enjoy a one-to-two-week break, during which all students must leave the campus. If students are not traveling home during these breaks, they will need to find a place to stay other than Merrick Preparatory School. Homestay options may be available, and we can introduce you to possible options through the Canada Homestay Network <http://www.canadahomestayinternational.com>.

#### 2. *Day Trips*

On weekends, Merrick Preparatory School offers our boarding students (in addition to, and not in replacement of, student-life programs which are included in the tuition fees) day trips to nearby cities for movies, plays, shopping and fun. Students are responsible for paying for their own movie/play tickets, activities, transportation, etc.

#### 3. *Optional Activities and Lessons*

A number of local activities are available, and students are encouraged to participate. These activities could include music, dance or art lessons, a team sport, golf lessons, horseback riding, etc. There will be an extra charge for these activities if they are provided by a third-party, and transportation costs. All third-party charges with respect to optional purchases are subject to a 15% administrative handling fee. There are activities planned by the Merrick Preparatory School staff Monday through Thursday evening after classes for all students, and Friday and on weekends for boarding students, at no cost.

#### 4. *Transportation*

Our transportation services are established on a cost-recovery basis and arranged only on specifically stated initial arrival and specifically stated final departure dates from the Ottawa International Airport, **only**. No service is provided to Toronto or Montreal, students must travel in and out of Ottawa. School dates are provided in the Parent-Student Handbook found on our website, <https://www.merrickprep.com/documents-and-resources> and can be requested from our admissions team at [admissions@merrickprep.com](mailto:admissions@merrickprep.com).

### 5. *Tickets for plays and other cultural events*

The school will offer students the opportunity to attend a play, professional sporting event or concert from time-to-time; fees are based on ticket price, transport, meals and supervisory staff costs and will be charged to the Student Account.

### 6. *Tutoring*

Tutoring Services are available for students who require additional support. Typically, the Director of Academics, in discussion with the teacher and parents, decides on the course of action. If a tutor is needed the parents will be responsible for the costs. All third-party charges with respect to optional purchases are subject to a 15% administrative handling fee.

### 7. *Miscellaneous Items*

All transactions with third parties outside of Merrick Preparatory School are subject to 13% HST (taxes), where applicable. All third-party charges are subject to a 15% administrative handling fee.

## Section 5: Payment Terms (All fees in Canadian dollars)

A \$200 non-refundable application fee is required with every application. Applications will not be processed without the \$200 non-refundable application fee. Once all application materials are received (confidential reference, student transcripts, interview, student personal profile, entrance exam) the application will be evaluated, and an offer of admission will be given based on suitability. If an offer of admission is granted, a \$2,500 non-refundable deposit on tuition will be required in order to hold and secure the applicant's place at Merrick Preparatory School. Once the \$2,500 non-refundable deposit on tuition is received, a Parent-Student Handbook will be sent to the parent(s)/guardian, along with the Custodianship Declaration (if required) and Letter of Acceptance. The Custodianship Declaration (if needed) and Letter of Acceptance are required to apply for a Study Permit and Temporary Residents Visa (TRV) to Immigration, Refugees and Citizenship Canada (IRCC). The balance of the fees are due 60 days before the first day of classes. If the applicant is accepted within 60 days of the start of the program, full fees will be due upon the offer of enrollment.

## Section 6: Late Payment

Overdue accounts are subject to late payment charges at a rate of 2.5% per month, compounded. Failure to comply with the agreed terms of payment will result in the student not being admitted to the school. In addition, the school will not permit students to attend classes, write exams, and will withhold academic records (report cards, transcripts, Ontario Student Record and the like) and exercise other sanctions as deemed necessary for the collection of overdue accounts. **Please note:** the withholding of academic records will jeopardize a student's ability to graduate, earn their Ontario Secondary School Diploma, apply to other academic institutions or gain entry into post-secondary studies. No student will be permitted to re-enroll until the fees and expenses from the previous semester are paid in full. For international students, notification will be sent to Immigration, Refugees and Citizenship Canada (IRCC) that the student is non-compliant with Study Permit and Temporary Resident Visa (TRV) obligations due to non-payment.

## Section 7: Payment and Bank Wire Transfer Information

***Our preferred method for international payments is through Flywire: 50-60% cheaper than a wire transfer!***

Merrick Preparatory School has partnered with Flywire to provide a simple and inexpensive way of paying tuition and tuition related expenses. Flywire allows you to easily convert the Canadian dollar invoice into

local currency for payment, saving you time and money. Flywire offers a wide range of payment options and services to more than 900 educational institutions worldwide.

### **Payment Methods**

Payment to Merrick Preparatory School can be made by:

1. Flywire. International wire transfer or international credit card payment.
2. Money Order made payable to *Merrick Preparatory School*.
3. Cheque made payable to *Merrick Preparatory School*.
4. Bank Wire Transfer. Please contact us for bank information.
5. e-transfer to [admissions@merrickprep.com](mailto:admissions@merrickprep.com). Be sure to note the student's name for whom the payment is to be applied.

#### ***Flywire – for international payments.***

To make a payment to Merrick Preparatory School via **Flywire**, either by credit card or wire transfer, please go to <https://landing-pages.flywire.com/landing/merrick> and follow the step-by-step instructions. If you have any questions, please contact Flywire at +86.105.658.7149 or by email at [support@flywire.com](mailto:support@flywire.com). **Credit card payments can only be made through Flywire.**

#### ***Bank Wire Transfer***

To make a payment to Merrick Preparatory School via bank wire transfer, please contact our Admissions Office at +1.613.269.2064 or via email at [admissions@merrickprep.com](mailto:admissions@merrickprep.com), for wire transfer instructions.

Due to the nature of transferring funds internationally and the exchange of currency, there is often a shortfall or excess when payment is made. If there is any excess (over payment) this will be added to the student's Student Account. Any shortfall up to \$500 Canadian will be deducted from the Student Account; any shortfall exceeding \$500 will be invoiced and not taken from the Student Account.

Please note:

- All fees are in Canadian dollars.
- All fees must be received by Merrick Preparatory School by stated deadlines.
- When making payment by wire transfer, including Flywire, please allow ten (10) business days for fees to arrive, as such, fees will need to be sent ten (10) business days **prior** to the stated payment deadlines.

**THERE ARE MANY FRAUDULENT ORGANIZATIONS DEALING WITH INTERNATIONAL FUND TRANSFERS.**

**DO NOT USE ANY THIRD PARTY OR CREDIT CARD PAYMENT METHOD EXCEPT THROUGH FLYWIRE.**

## **Section 8: Refund Policy**

***Refunds stated below do not include the \$200 non-refundable application fee or the \$2,500 non-refundable deposit on tuition; these fees are non-refundable. In the event of a Study Permit refusal the \$2,500 non-refundable deposit on tuition will become refundable, as per item seven (7) below.***

Merrick Preparatory School allows no reduction, deferment, refund or remission of fees for absence, dismissal or withdrawal for any reason, including expulsion. On and after the date that the program begins,



the parent, guardian, or payer becomes liable for the payment of the full tuition fee. There is no pro-rating of fees, fees are due in full on the prescribed dates regardless of when a student arrives.

- 1) It is understood that enrolment may be cancelled by the parent or guardian without penalty if the school is advised in writing 60 days or more prior to the commencement of the program. Full refund will be granted, minus the \$2,500 non-refundable deposit on tuition, which remains non-refundable.
- 2) It is understood that if the enrolment is cancelled in writing by the parent or guardian, less than 60 days prior to the commencement of the program but before the program starts, Merrick Preparatory School will be entitled to a fee of \$10,000 for every semester of enrolment canceled for boarding students and \$4,000 for every semester of enrolment canceled for day students, in addition to the \$2,500 non-refundable deposit on tuition.
- 3) It is understood that if the enrolment is cancelled by the parent or guardian after the commencement of the program, or if the student is dismissed/expelled, withdraws or leaves Merrick Preparatory School (MPS) for any reason, then MPS will be entitled to the full fees for the program; there will be no refund.
- 4) It is understood that Merrick Preparatory School (MPS) will provide no refund in the event that it can no longer provide its services or meet its contractual agreements due to a Force Majeure, including but not limited to an act of terrorism, war, riot, civil unrest, labour dispute, strike, adverse weather condition, flood, tornado, hurricane, fire, earthquake, volcanic eruption, failure or interruption of the electrical, heat, plumbing or communications system, breakdown of equipment or machinery, epidemic, pandemic, communicable disease or other natural or man-made disaster or government declared State of Emergency or Public Health Emergency.
- 5) It is understood that if Merrick Preparatory School cancels a program prior to its start the tuition fee will be refunded, including the deposit on tuition, but not the application fee. In these cases, the enrolment is withdrawn, and Study Permit processing will be terminated. The prospective student may reapply to Merrick Preparatory School at a later date, no application fee will be charged. Note: The Study Permit and Temporary Resident Visa (TRV) application will have to be re-started in these situations.
- 6) If a student arrives late due to a Study Permit or Temporary Resident's Visa processing issue, Merrick Preparatory School will provide a pro-rated refund based on the Synchronous Learning Tuition fee; the refund will be provided at the end of the semester, or upon the student's arrival on campus, whichever comes first. During the time the student is waiting for the Study Permit or Temporary Resident's Visa, the student must attend classes through our synchronous learning platform to ensure a credit can be earned. Please review our "Synchronous Course Policy: Synchronous Learners and Late Arrivals Policy" found in our Policy Handbook: <https://www.merrickprep.com/documents-and-resources>. In order to be eligible for this refund, the following must be provided:
  - a) evidence of prompt Study Permit and Temporary Resident's Visa application following Merrick Preparatory School's release of required documents;
  - b) evidence that the refusal or delay was not caused by incomplete or inadequate submissions to the appropriate consular office;
  - c) submission of a receipt showing the actual date a visa was granted.
- 7) In the event a student is not able to attend Merrick Preparatory School due to a Study Permit application being denied, Merrick Preparatory School will refund all fees, including the \$2,500 non-refundable deposit on tuition, minus the pro-rated Synchronous Learning Tuition fee and the \$200 application fee, conditional upon:

- a) evidence of prompt Study Permit application following Merrick Preparatory School's release of required documents;
- b) evidence that the refusal was not caused by incomplete or inadequate submissions to the appropriate consular office;
- c) submission of a receipt from the consular office showing the actual date the visa/Student Permit was denied.

Alternatively, those denied a Study Permit could continue their education with MPS as a Synchronous Learner.

- 8) If withdrawal is for medical or compassionate issues Merrick Preparatory School will grant a refund, at the discretion of the Headmaster, from the date of notice and upon submission of appropriate documentation, less all non-refundable fees:

Definitions:

- a) **Medical Withdrawal:** In the case of a documented medical issue, the student is deemed by a medical doctor to be unable to continue with the School's educational program due to a diagnosed medical condition that was unknown/not pre-existing. In this case discretion will rest with the School.
- b) **Compassionate Withdrawal:** This relates to withdrawal for reason of the death of an immediate family member or another such traumatic life event. In this case discretion will rest with the School.

## Section 10: Withholding of Student Records Due to Non or Late Payment

Any Student Account that drops below the required \$300 minimum balance, or any fees (tuition fee or otherwise), or any damage charges not paid, or any other unsettled account, will result in the withholding of all student and academic records. These include and are not limited to all report cards, transcripts and the Ontario Student Record. The withholding of these records, until accounts are settled and paid in full, will jeopardize a student's ability to graduate, earn the Ontario Secondary School Diploma, apply to other academic institutions or gain entry into post-secondary studies.

Please view our *Policy Handbook* and *Parent-Student Handbook* found on our website to review all school policies, procedures, rules and expectations: <https://www.merrickprep.com/documents-and-resources>. For further explanation or clarification of any of the above information, please contact our admissions department at [admissions@merrickprep.com](mailto:admissions@merrickprep.com) or phone at +1.613.269.2064

## Section 10: Sibling Discount

A sibling discount of \$2,000 applies to the second sibling, and each thereafter, as long as there are two siblings in the school. Sibling discount is discontinued when only one sibling is enrolled. This discount is only available to those who are full fee paying and have not already been provided with a discount or scholarship.

## Section 11: Referral Discount

MPS's Student Referral Program is designed to support current and former MPS students. Our students and their families make a significant financial commit to MPS. Our Referral Program gives us an opportunity to give back.

### *Boarding Referral Program*

MPS will provide a **\$10,000 Referral Discount** to the referring student's tuition fee when the referred boarding student enrolls. If in the same year a second boarding student is referred and enrolls, an additional \$2,000 (totaling \$12,000) referral discount will be applied and an additional \$3,000 (totaling \$15,000) for the third or more boarding students referred that enrolls.

MPS will provide a **\$5,000 Career Contribution** to any alumni who refers a boarding student that enrolls.

### *Day and Synchronous Referral Program*

MPS will provide a **\$3,000 Referral Discount** to the referring student's tuition fee when the referred day or synchronous student enrolls. If in the same year a second day or synchronous student is referred and enrolls, an additional \$1,000 (totaling \$4,000) referral discount will be applied and an additional \$500 (totaling \$4,500) for the third or more day or synchronous students referred that enrolls.

MPS will provide a **\$1,000 Career Contribution** to any alumni who refers a day or synchronous student that enrolls.

### CONDITIONS:

1. The referring student must take on an Ambassadorial role to support the referred student as they transition to MPS: providing answers to questions they may have; providing a campus tour; making introductions to MPS staff and students; helping them settle in. If the referring student is an alumnus, they will support the referred student through a 20-45 minute virtual meeting to answer questions and support their transition, in addition to providing ongoing support as requested.
2. If the referring student has received a discount, scholarship, bursary or any form of reduction to their tuition fees equal to or exceeding the referral discount, then no referral discount will be provided. If the reduction in tuition fees is less than the referral discount, the reduction will be increased to match the referral discount.
3. Referral discounts are applied only once per student referred that enrolls.
4. Siblings do not qualify for the referral discount.
5. The referral discount is only applicable for new students referred that do not come through a recruitment agency or educational consultancy and who are not financially sponsored by other MPS discounts, scholarships, bursaries, or reductions.
6. Alumni providing referrals must be registered on the MPS Alumni Facebook page.
7. Referred students who are participating in an exchange program with a partner institution are not included in the Student Referral Program.
8. The applying student must identify the referrer on their initial application.
9. Referral discounts will be applied after the referred student has completed eight weeks of classes and paid tuition fees in full.

## Section 12: Scholarships and Bursaries

**Bursaries** are available to those who demonstrate financial need as assessed by Apple Financial Services, a third-party assessor: <https://www.applefinancialservices.ca/>. The cost of the assessment is paid by the applicant. Based on financial need, as assessed by Apple Financial Services, Merrick Preparatory School will attempt to meet that need based on funds available.

**Entrance Scholarships** are available on a one-time basis (upon entry) based on merit. Merrick Preparatory School will provide limited scholarships based on funds available and the strength of an application. In some years, no scholarships are available.

There are no scholarships or bursaries available for Synchronous Learners. Bursaries and Scholarships are reserved for our on-campus Day and Boarding students.

## Section 13: The MPS Promise

Merrick Preparatory School guarantees that all of our graduates will gain entry into a post-secondary institution, or we invite them back for a **FREE** year of study. To qualify students must:

- i) Study at MPS for grades 11 and 12, with a minimum of eight grade 11 courses and seven grade 12 courses at the “M” or “U” level.
- ii) Attend all classes in-person, or “live” for synchronous learners, with a maximum of five absences per course.
- iii) Enter MPS with a minimum average of 60%.
- iv) Graduate from MPS with the Ontario Secondary School Diploma and an average above 65% in their top six grade 12 “U” or “M” level courses.
- v) Pay all outstanding balances owing by May 1 annually.
- vi) Apply to four Ontario universities and at least one of the 24 community colleges in the province of Ontario.

The *MPS Promise* does not apply if the reason for being denied admission to a post-secondary institution is non-academic, e.g.: immigration/Study Permit reasons.

The *MPS Promise* applies to tuition fees only. Student Accounts, activity fees, field trip fees (including overnight Field trips), ancillary fees and sundry remain the student’s responsibility.

## Section 14: Advancing the School Through Charitable Giving – Consider Supporting MPS!

Although tuition fees cover the day-to-day operating expenses of the school, it is the generosity of the MPS community of parents, alumni, and friends that enables the school to enhance facilities, expand academic and co-curricular programs, and provide student financial assistance. Your generous donation allows MPS to reach a more diverse student population, enhancing the world class MPS education and our facility. Donating any residual funds in your child’s Student Account or making a financial donation to the school provides the gift of education to students who otherwise would not be able to afford an MPS education. Contact the Headmaster if you would like to discuss ways to donate.