

QUEEN MARGARET'S SCHOOL

QMS

**Boarding for Girls  
Grades 6 to 12**

**2018-2019**

**APPLICATION & TUITION  
Information Booklet**



# APPLICATION PROCESS

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The following Application Checklist is provided to guide you through the application process.

Please feel welcome to connect with us at [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca) for assistance with this process.

## 1. The Application Checklist

Please ensure that all required forms and documentation listed below are emailed to [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca) or faxed to (250) 746-4187.

**Application documents required before applications will be reviewed are:**

- QMS Admission Application Form** - Completed in full by the Parent/Guardian. This form must include agency details (if applicable) and credit card information for the application fee.
- QMS Student Questionnaire** - Completed by the student in their own words.
- QMS Teacher Reference Form** - Completed by a current teacher who knows the student well and submitted directly to [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca).
- QMS Equestrian Application Form (OPTIONAL)** - Completed by Parent/Guardian or student IF the student will be participating in the equestrian program.
- Report Cards (School Transcripts)** - A COPY of the most recent report from the current school year AND the school year-end report from the previous year.
- Birth Certificate** - A COPY of the student's birth certificate (for Canadian citizens only).
- Citizenship Document** - A COPY of the student's passport for international students, and Landed Immigrant or Permanent Resident documentation for parents and student if applicable (Landed Immigrant/Permanent Resident documentation must be provided to qualify for Canadian/US/ BC Five-Day Boarding fees).
- Photograph** - A clear, colour, close-up digital photograph of the student.

- *Incomplete application forms or missing documentation will delay the admissions process.*
  - *Applications are assessed in the order in which they are received.*
  - *Families are encouraged to apply early as some classes fill quickly.*

## 2. The Admissions Interview

Once the Admissions team has reviewed the completed application, the student's parent or agent will be contacted to schedule an interview with the student. This will take place in person, by phone, on-line, or using another method that is convenient for the family. For international students, assessment of English proficiency may be required.

## 3. The Admissions Decision

Our Admissions department will notify all applicants of their decision when assessment has been successfully completed. All applications are subject to available space.

## 4. Registration

If accepted, a place is reserved for each student upon the return of a completed QMS Registration Agreement **and** the appropriate non-refundable deposit.

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### Visas for International Students

*Students who do not possess Canadian or US citizenship **must arrive** at the school with a Student Visa and a passport that is valid for the duration of their school year. For most students, this will be through June of the following year.*

Upon receipt of the Registration Agreement and payment of deposit, QMS will issue a LETTER OF ACCEPTANCE and notarized CUSTODIANSHIP DOCUMENT. Please note visas can take up to 12 weeks to process.

# 2018 - 2019 TUITION & FEE INFORMATION

## ANNUAL TUITION FEES FOR BOARDING STUDENTS

Area of Residence	Annual Tuition Fees	Included in Tuition Fees	Payment Schedule
<b>Canadian &amp; US Residents</b>	<b>\$46,700 CAD</b>	<ul style="list-style-type: none"> <li>Meals &amp; Accommodation</li> <li>Custodianship document</li> </ul>	\$10,000 non-refundable deposit due upon acceptance
<b>Home for the Weekend 5-day Program</b> <i>For families with Canadian citizenship/PR status &amp; BC residency six+ months per year</i>	<b>\$42,100 CAD</b>	<ul style="list-style-type: none"> <li>QMS Society Membership</li> <li>New Enrolment Fee \$1000 CAD</li> <li>Tuition Insurance \$650 CAD</li> <li>Campus Renewal Fee \$1000 CAD</li> <li>Outdoor Education Program \$550 CAD</li> </ul>	Plus tuition balance due by August 1, 2018 <b>OR</b> monthly payments August 1, 2018 to May 1, 2019
<b>International Residents</b> <i>Regular Program (No English Language Learner Program required)</i>	<b>\$55,200 CAD</b>	<ul style="list-style-type: none"> <li>Community Building Activity Fund \$450 CAD</li> <li>Textbook rental</li> <li>Laundry</li> </ul>	50% of fees as a non-refundable deposit due upon acceptance Tuition balance due by August 1, 2018
Additional Costs <b>Not</b> Included in Tuition Above:	\$250 CAD Application Fee (non-refundable at time of application) \$800 - \$1000 CAD Uniform (estimated cost for required items) \$225 CAD Medical Coverage (10 months) \$4,500 CAD Boarding Expense Fund (weekly pocket money) \$450 CAD Young Boarders Residence Activity Club		
❖ English Language Learner Program	\$7,800 CAD – Senior School (Grades 8 to 10) \$6,350 CAD – Junior School (Grades 6 & 7)	<i>Required, as determined by the application assessment and confirmed upon arrival.</i>	

- ❖ An **English Language Learner (ELL) Program** is provided to students with emerging skills in English reading, writing, speaking, and listening. It is a required program if the need is determined during the assessment process.

## REGISTRATION PROCESS

1. A welcome letter, registration agreement and summary of fees will be sent upon acceptance.
2. Your daughter's enrolment is confirmed with the return of a **non-refundable deposit** and a signed **Registration Agreement**. These are both required to confirm your daughter's place at QMS.
3. The non-refundable deposit is credited toward your fees for the year.

## EQUESTRIAN PROGRAM (optional for Grades 4-12)

- An optional on-campus riding program is available to students entering Grades 4 through 12.
- Opportunities to ride once to several times per week are available for novice to experienced riders.
- Students may bring their horse or lease a horse at some program levels.
- Riding Deposits (Deposit confirms riding/boarding/leasing only. See Equestrian booklet for additional costs):

**Riding Program Non-Refundable Deposit:** \$250

**Horse Boarding or Leasing Non-Refundable Deposit:** \$500

*It is important to review the Equestrian Information Booklet and Equestrian Handbook for program options and costs.*

# 2018 - 2019 FINANCIAL INFORMATION

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## PAYMENT OPTIONS

Tuition payments may be made by Canadian e-transfer, cheque, Pay My Tuition ([www.paymytuition.com](http://www.paymytuition.com)), FLYWIRE ([www.qms.flywire.com](http://www.qms.flywire.com)), bank wire transfer, or credit card. Please note that credit card tuition payments will be charged a 3% transaction fee.

## MONTHLY PAYMENT PLAN

A monthly payment plan is available for tuition payments for **Canadian and US Boarders**. Monthly tuition fee payments must be paid by pre-authorized debit or post-dated cheques. Payments are made in 10 equal instalments at the beginning of each month from August 1st to May 1st inclusive.

## TUITION ASSISTANCE

The School recognizes that tuition and expenses can stretch a family's budget. Our Tuition Assistance Program was created to make a QMS education accessible to more families.

Tuition assistance is awarded to help bridge the gap between QMS school fees and what a family is able to pay. Families *may* receive up to 40% of tuition, based upon determined financial need.

All applications are held in confidence and application information will not be released to other areas of the School. We encourage families to apply early in the application process. A tuition assistance application will be provided upon request.

## SCHOLARSHIPS

Once a completed application has been received by our Admissions department, QMS Scholarships may be available for students entering Grades 8 through 12.

Scholarships can be awarded on the basis of academic history, service and volunteerism, school references, and other relevant requirements.

*Please connect with our Admissions team at [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca) or your agency representative if you have questions regarding the application process.*

*Thank you for your interest in our Queen Margaret's School community.*

# Connect at QMS

## admissions@qms.bc.ca

Tel: 250 746-4185 | Fax: 250 746-4187

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