

January 27, 2011

Dear QMS Parents,

We are especially proud of our students from Mexico this year. They have settled into Canadian culture and have contributed so much to our daily school life.

In recent years, it has become increasingly common for some Mexican students to continue with us for a second year or onwards to graduation. For this reason, we are sending you a re-registration package as an invitation to consider continued enrolment at our school. You may have already arranged enrolment at your daughter's school at home. We are not asking you to change these plans. We would like you to know that your daughter would be welcome to join us for our 2011-2012 school year if this is your wish.

Register your daughter for the 2011-2012 school year and join us for another extraordinary year at Queen Margaret's School.

Complete these simple steps to reserve your daughter's space.

- 1. Complete and sign the attached Registration Agreement
- 2. Forward the tuition deposit by bank transfer
- 3. Submit all documentation to admissions@qms.bc.ca
- 4. If your daughter participates in the Equestrian program or would like to do so for the 2011-2012 academic year please also complete the Equestrian forms attached

The deadline to register and submit deposits is 5:00 pm (PST) on Friday, March 4, 2011.

Queen Margaret's School will apply for Canadian study permit and visa extension on your daughter's behalf while she is attending QMS. This process will begin upon receipt of re-registration documents and tuition deposit. If you have any questions regarding the visa process contact Cheryl Skinn, Student Support Coordinator at cheryl.skinn@qms.bc.ca.

*All students who have their documents and deposit submitted by the re-registration deadline will be entered into a contest to win an **Apple iPad or iPod Touch**.*

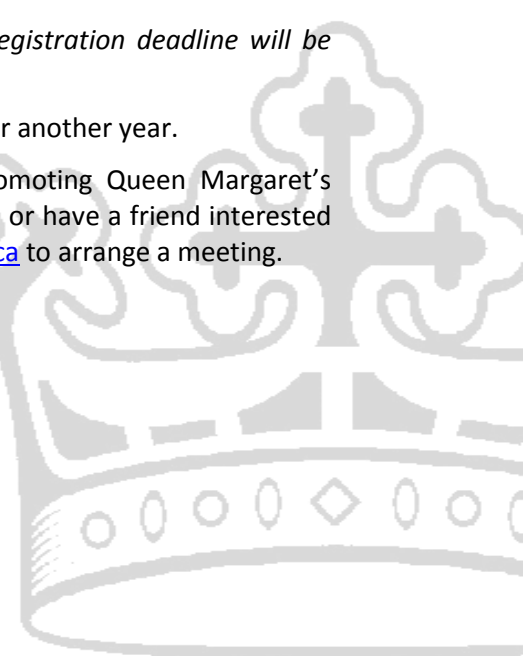
We look forward to welcoming your daughter to Queen Margaret's School for another year.

Throughout the school year the Admissions team travels extensively promoting Queen Margaret's School. If you are interested in meeting to discuss your daughter's progress or have a friend interested in attending Queen Margaret's School please contact me at cgillan@qms.bc.ca to arrange a meeting.

Best regards,



Courtney Gillan
Executive Director of Admissions



Queen Margaret's School

- * Friendship & Fun
- * Academic Excellence
- * Community Service
- * Environmental Stewardship
- * Athletics
- * Fine Arts
- * Leadership
- * Equestrian
- * School Spirit
- * Outdoor Education
- * Cultural Diversity

...what does QMS mean to you?



Re-register at QMS by March 4th, 2011 for your chance to...

WIN AN iPad OR iPod!

QMS families who re-register their child and pay the tuition deposit for the 2011-2012 academic year by **March 4th, 2011** will have their children's names entered to win an *iPad* or *iPod Touch*.



WIN an iPad or iPod Touch



Your signed Registration Agreement(s) with the full deposit amount for **all** children must be received by Administration in Glide Hall by **5:00pm** on **March 4th, 2011** to guarantee their child's spot for the 2011-2012 academic year, and to be entered in this contest. Contact Admissions if you have any questions about re-registering your child.

Connect at QMS

T 250 746-4185 | F 250 746-4187
 admissions@qms.bc.ca
www.qms.bc.ca

2011-2012 Tuition Refund Plan

The school offers a tuition fee refund insurance plan that is mandatory for all students. Details of the Tuition Refund Plan are as follows:

A. Terms of Tuition Refund. Note: Refunds will not be allowed for withdrawals after March 1.

The Student Deposit paid to confirm registration for a student each year is non-refundable and is not covered under the Tuition Refund Plan for any reason or at any time.

1. **Medical Absence or Withdrawal** –100% refund of the unused tuition fees, less the student deposit, provided physical disability extends for thirty-one or more consecutive days. This is for physical disability certified by a legally qualified physician or surgeon.
2. **Non Medical Withdrawal or Dismissal** – 50% refund of the unused tuition fees, less the student deposit, after September 25th, 2011.

N.B.: Unused fees may not be refunded for up to 60 days to allow for collection of all outstanding expenses incurred.

B. Not covered under the Plan

1. Medical absence or withdrawal:

- (a) illness that first manifested itself or accident that occurred before effective date of coverage,
- (b) any medical condition for which the student does not regularly receive legally qualified treatment,
- (c) use of drugs (any drug or agent classified as a narcotic, hallucinogenic, psychotic, psychedelic, or having a similar classification or effects),
- (d) war or act of war, declared or undeclared; participation in a riot,
- (e) no refunds will be made in the event the Head of School orders the closure of the school due to an epidemic or when closure is ordered by the local public health authority.
- (f) inability of the school to operate and provide formal academic instruction including closure for any reason.
- (g) any withdrawals after March 1.

2. Non-medical withdrawal or dismissal:

- (a) any absence, withdrawal or dismissal prior to attending classes,
- (b) withdrawal caused by insurrection, rebellion, riot, civil commotion or any governmental order directed to the student,
- (c) war or act of war, declared or undeclared; any nuclear reaction, controlled or uncontrolled,
- (d) destruction of any school facility due to any cause whatsoever,
- (e) inability of the school to operate and provide formal academic instruction including closure for any reason,
- (f) boycotting of classes,
- (g) being inducted or drafted into the armed forces including alternative duty as a conscientious objector,
- (h) fear of contagion.
- (i) any withdrawals after March 1.
- (j) any withdrawals after June 1 and prior to the commencement of school in September.

C. Definitions

All students, including late-entering students, must enroll in the Plan.

Refunds – based on an academic year of forty consecutive weeks or approximately 280 consecutive calendar days, including weekends, holidays and vacations within this period. In the case of day students, substitute 170 days.

Withdrawal – means complete, voluntary severance from classes for the balance of the academic year.

Dismissals –means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.

Classes – means days of formal academic instruction including examinations. Registration, graduation and orientation days are not class days.

Temporary non-medical absences, temporary suspensions or change from boarder to day status for any reason are not a basis for claim under the Tuition Refund Plan.

Terms of Coverage: Medical – from August 1 through March 1.
 Non-Medical – for the entire academic year after classes commence until March 1.

Why is the Plan important?

Parents should fully understand their annual financial obligation for tuition and other fees. Because commitment for salaries and maintenance are made on an annual basis, the absence or withdrawal of a student does not reduce operating expenses. Therefore, most schools out of necessity must take the position that there can be neither refund of fees paid nor cancellation of unpaid fee obligations.

This means a parent makes a financial commitment for the full year. In the vast majority of cases, this works out with no problems. Unfortunately, some students do not complete their full school year. In these instances, the protection afforded by this plan will be a welcomed resource.

As enrollment in this plan is mandatory, a careful reading of this information, which describes the protection available to you through the Tuition Refund Plan, is urgently recommended.

2011-2012 Annual Registration Agreement RETURNING MEXICO BOARDER



Entering grade _____ Date of Birth: m/___d/___yr/___

Student: _____
Last Name Given Names of Child

Between: **QUEEN MARGARET'S SCHOOL**, hereinafter called *the School*,

And: _____ Parent/Guardian
Last Name Given Name

Last Name Given Name Parent/Guardian

Address: _____

E-mail: _____ Telephone: _____

Equestrian Program: *To enroll in Equestrian, please check appropriate box and submit required deposit amount.*

Grades 4 – 12 Train to Ride (TTR) One lesson/week Two lessons/week A deposit of \$250 required
Grades 8 – 12 Train to Compete (TTC) For experienced, competitive riders only A deposit of \$750 required

Terms of Contract

In consideration of **Queen Margaret's School** accepting the above named Student for enrollment as an **International Boarding Student**, I/we enclose a receipt for transfer of funds in the amount of \$ _____ to the Queen Margaret's School account. *Note: Fees in the amount of 33% of the tuition and boarding cost are a **non-refundable** registration deposit.*

Queen Margaret's School
c/o **CANADIAN IMPERIAL BANK OF COMMERCE**
Bank number: **010** Transit number: **00240** Account number: **76-04610**
Swift Code: **CIBCCATT** ABA number: **026009593**
116 Station Street, Duncan, BC **CANADA** V9L 1M7

Please ensure that your daughter's name appears on the bank receipt.

1. I/we accept the responsibility for and jointly and severally promise to pay the School account for the full year. This amount includes tuition fees, School and incidental expenses, and any other charges incurred by or on behalf of the Student while attending Queen Margaret's School.
2. Payment of the annual fee, less any scholarships or allowances awarded or permitted by the School, shall be made either in advance or by installment as arranged with the Financial Office. No reduction in fees or allowances will be made for the Student's temporary absence, withdrawal or dismissal except in accordance with the Tuition Refund Plan, a copy of which is enclosed and forms part of this agreement. Any extra expenses as described in paragraphs 4 and 5 (below) remain payable.

3. It is the unconditional obligation of the parent, guardian or others accepting financial responsibility to pay the annual tuition fees and all School expenses for the full School year. Payment by monthly installments does not constitute a fractional contract. If arrangements for payment by installment have been made, and the installment payments are in arrears, or there has been failure to pay when due, the entire Annual Fee will become immediately due and payable. A child may be refused admission to classes if accounts are in arrears.
4. Extra expenses incurred by the Student shall be paid within fifteen (15) days of the issue of the statement of account. If the school has automatic credit card charging instructions on file, the credit card will be charged within 5-10 business days of the issue of the statement.
5. If accounts are in arrears in June 2012, Student report card(s) and transcripts may not be released. Should the School use the services of a lawyer to collect monies overdue, or to otherwise enforce the terms of this Agreement, I/we agree to pay the School for such legal services on a solicitor and his own client actual cost basis.
6. Any unpaid balance on the account shall be assessed compound interest at the rate of 2% per month (26.9% per annum). Any payment received shall be applied against the oldest outstanding invoice first.
7. This agreement does not imply an obligation of continued enrollment. Enrollment may be terminated at any point in the School year when the School deems that the academic, emotional or social needs of the child cannot be reasonably met by the School. In such an instance, any part of the Annual Fee then unpaid and any extra expenses owing are due and payable immediately. A partial credit may be given as determined by the Tuition Refund Plan.
8. The School expects the Parents/Guardians and their child to be mutually respectful and positive members of the School community. If this is not possible, the School may require their child to leave the School. The decision of the School in this regard is final. Where a Student is dismissed, any part of the Annual Fee then unpaid and any extra expenses owing are due and payable immediately. A partial credit may be given as determined by the Tuition Refund Plan.
9. This Agreement and its application and interpretation shall be governed by the laws of the Province of British Columbia.
10. The parties agree that from the date that the Student arrives at the School for the academic year, the Student and Parents/Guardians shall be subject to all School rules and regulations. The parties agree that the School has the right to require withdrawal of the Student if the Student's academic achievement or behaviour does not conform to the Code of Conduct or other standards set out by the School's administration, as determined by the School in its sole discretion. In such a case, the undersigned shall remain obligated for the full amount due hereunder, which shall at such time become immediately due and payable, notwithstanding any previously selected payment schedule.
11. This agreement expires at the end of the 2011-2012 School Year. This agreement is not automatically renewable and the parties hereto have no obligation to enter into an agreement for the following School year.
12. I/we have read the terms set out in this agreement and the Tuition Refund Plan. By signing this contract, I accept the conditions of admission and enrollment set out herein and in the terms of the Tuition Refund Plan, and agree to fully support the policies, rules and regulations of Queen Margaret's School.

Signed _____
Parent or Guardian or sponsor of applicant Student

Date: _____, 20__

Signed _____
Parent or Guardian or sponsor of applicant Student

Date: _____, 20__

Signed _____
Representative of the School

Date: _____, 20__

Queen Margaret's School must receive this Contract Agreement, signed and accompanied with receipt of payment by: **FRIDAY, MARCH 4, 2011 to reserve a place in the School for 2011-12. After this date, places will be awarded on a first come, first served basis.**

This Agreement is not binding until accepted and signed by a representative of the School. Until accepted by the School, no place will be guaranteed.

Please return Agreement and Payment to:

Queen Margaret's School 660 Brownsey Avenue, Duncan, BC Canada V9L 1C2 Fax: 1 (250)746.4187 Email: admissions@gms.bc.ca

2011-2012 EQUESTRIAN APPLICATION

In order to secure a place in the Equestrian Program, complete and return this application, together with applicable fees by the registration deadline. Acceptance into the program will be confirmed in writing.

Entering grade _____ Date of Birth: m/____d/____yr/____

Student: _____
Last Name Given Names of Child

Please check appropriate boxes:

1. **Train to Ride (TTR) for Grades 4 – 12 only**
 One lesson/week Two lessons/week

2. **Train to Compete (TTC) for experienced, competitive riders in Grades 8 - 12**
 I require an indoor stall for my horse
 I require an outdoor stall for my horse
 I wish to lease a horse from QMS

Parent/Guardian: _____

Mailing Address: _____

Home #: _____ Cell #: _____

Email Address: _____

Is the above Parent/Guardian responsible for all decision making regarding the Equestrian program, including horse care, clinics, shows, etc? Yes No

If no, please provide the information below for the Parent/Guardian responsible for these decisions.

Parent/Guardian: _____

Mailing Address: _____

Home #: _____ Cell #: _____

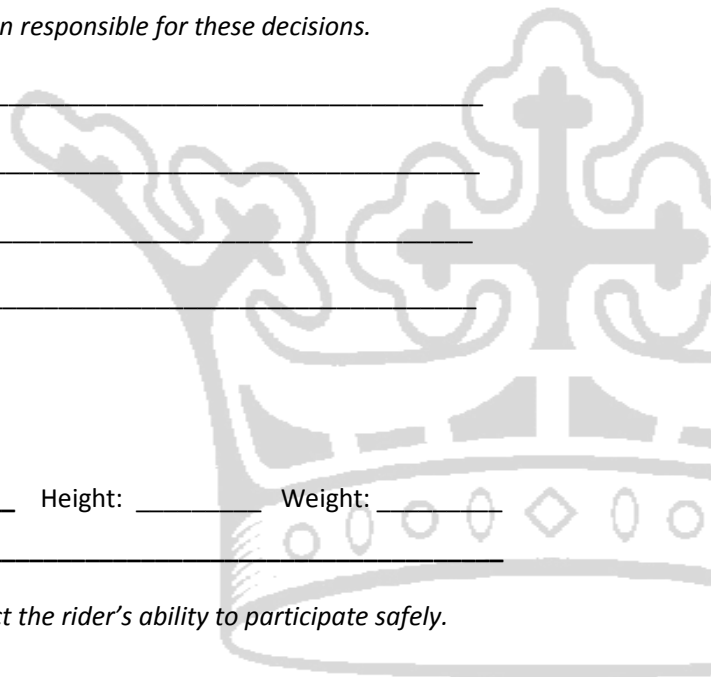
Email: _____

STUDENT INFORMATION:

Medical Card #: _____ Height: _____ Weight: _____

Allergies: _____

Please attach details regarding any health concerns that may affect the rider's ability to participate safely.



Horse Council BC membership number: _____

QMS to apply for BC membership: Yes No

QMS to renew BC membership: Yes No

RIDER'S EXPERIENCE: (include copies of certificates or levels achieved i.e. CEF, 4H, Pony Club)

Do you own, or have you owned a horse or pony? Yes No

If yes, describe level of training and/or competition _____

INSTRUCTOR INFORMATION:

Name of Current Instructor: _____ Phone: _____

City/Prov./Country: _____

Cell: _____ Email: _____

Other previous instructors: _____

TTC RIDERS - HORSE'S EXPERIENCE (information on the horse you hope to bring to school)

TTC riders: please include a video or series of photos of you and your horse. The Equestrian Director reserves the right to determine the suitability of the horse for the program.

EQUESTRIAN SCHEDULE TO HIGH RISK WAIVER

(Parents/Guardians must sign for ALL riders)

School Activity: Horseback Riding, Handling and Grooming of Horses and Other Stable Activities

Nature of Risk: Bodily injury or death from falling and other incidents

I/we being the parent(s) of the child, _____ who is a student or intends to become a student of Queen Margaret's School and who desires to participate in riding activities hereby give permission for said child to participate in any and all horse shows, events or special activities related to the Equestrian Program and riding.

Signature of Parent

Date

Printed Name of Parent

