



Tuition Fee Payment Options

The School provides parents with the five (5) following tuition fee payment options*:

1) Plan A: Full Payment

- Full tuition payment due on or before September 1, 2025
- One-time payment
- **Anyone who pays full tuition on or before August 1, 2025, will be entitled to a 5% discount on tuition fees.**

2) Plan B: Three (3) Payments

- Tuition is due in three (3) installment payments due on or before the following dates:

September 1, 2025	December 1, 2025	March 1, 2026
First payment	Second Payment	Third Payment

3) Plan C: Semi-Annual

- Tuition is due in two (2) payments:

August 1, 2025	January 1, 2026
First Payment	Second Payment

4) Plan D: Ten (10) Month Payment Plan

- The tuition payment is divided into ten (10) monthly payments, starting on September 1, 2025 or August 20, 2025 and ending on June 1, 2026 or May 20, 2026.
- You must choose either to have your payments deducted on the 1st of the month or the 20th of the month.
- Once a payment plan option has been chosen, and the School has started to collect fees, parents/guardians **CANNOT** switch to another payment plan and must complete the payment plan agreed to.

5) Plan E: Twelve (12) Month Payment Plan (Only available for parents/guardians with two or more students enrolled at the beginning of the school year)

- The tuition payment is divided into twelve (12) monthly payments based on one of two options: (1) starting on July 1, 2025 and ending on June 1, 2026; or (2) starting on July 20, 2025 and ending on June 20, 2026.



Chart 1: Option One – 12-month payment plan with payments made on the 1st of each month

July 1,2025	August 1,2025	September 1,2025	October 1,2025	November 1,2025	December 1, 2025	January 1,2026	February 1,2026	March 1,2026	April 1,2026	May 1, 2026	June 1, 2026	
1	2	3	4	5	6	7	8	9	10	11	12	

Chart 2: Option Two – 12-month payment plan with payments made on the 20th of each month

July 20,2025	August 20,2025	September 20, 2025	October 20, 2025	November 20, 2025	December 20, 2025	January 20, 2026	February 20, 2026	March 20, 2026	April 20, 2026	May 20, 2026	June 20, 2026	
1	2	3	4	5	6	7	8	9	10	11	12	

**The payment options described above only apply to tuition fees. Registration fees, capital fees, school resource fees and mandatory uniform items must be paid for in full before the start of the school year.*

Payment Methods

Payments can be made by one of the following methods:

1. Cheque – Payable to, “Ottawa Islamic School”
2. Cash
3. Debit Card
4. Visa/MasterCard (Please note that a credit card fee of 2.5% will be added)
5. Pre Authorized Withdrawal (EFT) - Would need to provide a void cheque - *This is the preferred method of payment*



Billing

Parents/Guardians whose signature is used when formally registering for enrollment will be held legally responsible for all School fees. Any parent who wishes to have their name added to any statement of account and/or the religious portion of the tuition receipt must have signed their signature on the Parental Agreement, making them legally responsible for all school fees.

Enrolling Midway Through the Month

The School does not prorate tuition fees. Any student who enrolls at any time during a given month will be charged tuition fees for the entire month, even if the child does not attend.

Late Payments

Where student accounts are overdue for thirty (30) days or more, the School will withdraw the services and parents/guardians will continue to have an obligation to pay the fees for the service-withdrawn period.

Delinquent Accounts

The School reserves the right to withdraw services at any time if accounts are not paid in accordance with established due dates. If the account is sent to a collection agency, additional fees will be added to the balance due. A delinquency report may be filed with a credit bureau.

STUDENTS WILL NOT BE PERMITTED TO BEGIN CLASSES IN SEPTEMBER (OF A NEW SCHOOL YEAR) IF:

1. *Tuition fees are outstanding for the previous school year.*
2. *Tuition fees are outstanding based on the chosen payment plan payment schedule; or*
3. *No payment plan arrangement has been chosen and the School does not have the correct financial information on file.*

Withdrawal and Refund Policy

Once tuition fees have been paid, the School **DOES NOT REFUND FEES**. However, for tuition fees that have not been paid (i.e. will be payable pursuant to a payment plan), parent(s)/guardian(s) can submit withdrawal notice, **in writing**, to the School's finance office, **in person, 60 DAYS BEFORE THE WITHDRAWAL DATE**. However, all withdrawals will still incur a charge of two (2) months' tuition fees. If written notice is not provided, two (2) months of tuition fees will be forfeited in lieu of notice. This policy also applies to all withdrawals initiated by the School.



Any parent(s)/guardian(s) who withdraw a student after February 28, 2026, will be responsible for the remaining tuition fees and school fees due for the rest of the school year. For clarity, the two (2) month withdrawal notice will not apply to any withdrawals after February 28, 2026.

On withdrawal, the resources fee, textbook fee, technology fee, classroom supply fee, capital levy fee, registration fee, and all other fees paid or due, are non-refundable, regardless of whether the student received the full benefit related to these fees or not.

Income Tax Information

Child Care Expenses

Receipts for child-care expenses for children under the age of six (6) in the tax year are issued each February for the portion of tuition fees that relate to childcare. Please note that it is the responsibility of the parent to establish eligibility for this deduction. Further information can be accessed through the CRA website. For clarity, the School does not provide tax advice.

Voluntary Gifts

Income tax receipts are issued under our registered charitable organization number for any eligible voluntary gifts given to School.

Extracurricular Activities

Participation in field trips and other extracurricular activities is **NOT** covered by the tuition fees. Fees for extracurricular activities will be determined by the organizers on a per trip basis. The School will distribute a separate form for each activity to gather the necessary details, and if necessary, parent/guardian permission for the student to attend and participate in the activity.