



QUEEN'S COLLEGE

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**SUPPLEMENTAL ADMISSIONS
INFORMATION**

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APPLICATIONS FOR ENTRY CANNOT BE CONSIDERED UNTIL THE COMPLETED, SIGNED APPLICATION FORM IS RECEIVED AND THE APPLICATION FEE PAID.

Parents who leave sections of the Application Form incomplete, risk a delay in the processing of the application.

APPLICATION FEE:

The completed application should be submitted along with the **\$75** Application Fee to the school's Accounts Office. **Applications sent in after January for the ensuing year should be accompanied by an additional \$25 late Application Fee (Total = \$100.00).** This is a charge payable by all applicants and is neither refundable nor deductible from fees should the child be accepted. This fee covers the cost of processing and does not guarantee a space. **The deadline for submission of applications is on or before JANUARY 15 for ALL SECTIONS of the School.**

Applicants for Foundation Years (Reception, Phase 1 & Phase 2) should have reached their 2nd, 3rd or 4th birthday before the 30th of June of the year in which they wish to enter Reception, Phase 1 or Phase 2 respectively. All applicants who will have reached their 5th birthday by June of their year of entry are eligible for consideration as entrants into Foundation Years (Grade 1) and must take a placement test, which will be arranged after the application is processed. Applicants from Grade One and up must attach a **copy of their previous school report**, though this is not in lieu of our own placement test. Should the child be offered a seat, *two non-refundable fees are payable* — a **Capital Development Fee of \$700.00** and a **Seat Fee of \$250.00** are **both due upon acceptance of the seat**. The Seat Fee is applied towards the first term's tuition.

TWO NON-REFUNDABLE FEES ARE PAYABLE UPON ACCEPTANCE OF SEAT:

SEAT FEE – A **SEAT FEE OF \$250.00** is payable immediately the seat is accepted and will be deducted from the first term's fees and;

CAPITAL DEVELOPMENT FEE -

The fee will become a part of the Capital Development Fund, which will be used by the school to develop (and where necessary replace) the plant and buildings that the student will be using during his/her time at Queen's College, thus enhancing the capacity for us to provide the top quality education for which Queen's College is known.

Once fees are paid, the school ensures that the equipment and materials needed are provided, and confirms the employment of the number of persons needed for the number of students.

The following documents are to be attached to the Application for Admission:

- Current Colour Passport Photo of Applicant
- Copy of Applicant's Passport
- Copy of current Transcript or Report Card
- Copy of Applicant's NIB Card
- Copy of Driver's License or Passport for both Father and Mother

ENTRANCE EXAMINATIONS – Entrance examinations are held for each section of the school as follows:

- High School – Last Saturday in January
- Primary Years (Grades 3-6) – Saturday – 1 week after High School Examination (in February)
- Foundation Years (Phase 1 – Grade 2) – Screening of Applicants - 1 week after High School Examination (in February)

Note: The above-mentioned dates are subject to change at the discretion of the school's Administration.

2018-2019 SCHEDULE OF FEES: The current rate of fees (per 12-week ‘term’) is as follows:

Note: \$25.00 for Student Accident Insurance is paid in the 1st Term only.

	<u>1st Term</u>	<u>2nd & 3rd Terms</u>
Foundation Years (Reception)	\$1,025.00	\$1,000.00
Foundation Years (Phases 1 & 2)	\$1,370.00 *	\$1,345.00 *
Foundation Years (Grades 1 & 2)	\$1,789.00 *	\$1,764.00 *
Primary Years (Grades 3-6)	\$1,789.00 *	\$1,764.00 *
High School (Grades 7-12)	\$1,919.00 *	\$1,894.00 *

LATE FEE – Please note that a **LATE FEE** (presently **\$100.00**) will be applied to each student’s account if fees are not paid by the due date.

(*) **NOTE:** Textbooks/Workbooks are an additional cost.

High School - Approximately \$650 - \$900 annually

Primary Years (Grades 3-6) – Approximately \$200 annually

Foundation Years (Phase 1 – Grade 2) – Consumable Activity Books (cost to be advised)

Parents and guardians should allow and budget for possible increases in school fees of approximately 4-5% each year. These fees do not necessarily go up every year, but when they do, they are usually at approximately 4-5% (four to five percent) for each year since the last fee increase.

NOTE: The academic year is divided into three 12-week terms. These terms are not normally defined by any of the school vacations other than summer vacation. The fee terms **DO NOT** coincide with closings and openings related to Christmas and Easter. Tuition and fees are determined annually and are paid prior to the start of each term, and normal payment dates are approximately 30th June for September (1st term), 1st December (2nd term) and 1st March (3rd term).

TUITION ACCOUNTS AND PAYMENTS

A tuition account is given a family code. Siblings who are current Queen’s College students will be linked under one family code. A tuition bill will reflect fees for all students that have been linked under one family code. Fees can be paid via cheque or debit or credit card at the Accounts Office. Fees can also be paid online via RBC Online or First Caribbean, or at First Caribbean Palmdale Branch. The Accounts Office does not accept cash for tuition payments.

DISCOUNTS

A discount of 10% will be given if fees are paid for the whole year by the due date for the 1st term. Persons must visit or contact the Accounts Office first if they wish to pay fees for the whole year and receive the 10% discount.

A discount of 5% will be given if there are three or more siblings enrolled at the school. All siblings must be under one family account to receive the discount.

STUDENT ACCIDENT INSURANCE: The school provides a school-time Student Accident Insurance. For **\$25.00 per year**, there is 24-hour coverage, including school vacations. **This insurance is included in the first term’s fees** to ensure your child/children’s participation in any school trips (Family Island or abroad) throughout the year.

HOURS FOR ALL OFFICES: DURING SCHOOL TIME

Mon. – Thurs.

8:00 a.m. – 4:00 p.m.

Fri.

8:00 a.m. – 3:30 p.m.

DURING SCHOOL VACATIONS

Mon. – Fri.

9:00 a.m. – 3:00 p.m.

(There are reduced office hours during school vacations.)

NOTE:

- 1) **Information on students / student records will only be released to the parent(s) responsible for the child's school fees (to whom bills are sent), as indicated on the Application for Admissions.**

- 2) **Only students for whom completed application and acceptance forms are received will be considered to be enrolled. This includes all medical information, and a school profile with information on the student from their prior school(s).**

Please note that the information contained herein is subject to change at the discretion of the school's Administration.

Updated: October 2018