



# QUEEN'S COLLEGE

P. O. Box N 7127

Nassau, Bahamas

Tel: (242) 677-7600

E-mail: [info@qchenceforth.com](mailto:info@qchenceforth.com)

Website: [www.qchenceforth.com](http://www.qchenceforth.com)

**SUPPLEMENTAL ADMISSIONS  
INFORMATION**

## SUPPLEMENTAL ADMISSIONS INFORMATION

### 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 **\$100.00** Application Fee to the school's Accounts Office. 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 turned the age of 2½, 3 or 4 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 Primary 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. Please note that a **LATE FEE** (presently **\$100.00**) will be applied to each student's account should tuition fees not be paid by the due date.

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

1) **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;

2) **CAPITAL DEVELOPMENT FEE - \$700.00**

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 Birth Certificate
- ☐ Copy of Applicant's Passport
- ☐ Copy of current Transcript or Report Card
- ☐ Copy of Applicant's NIB Card
- ☐ Legal Document/s (if applicable)
- ☐ 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 1-6) – Saturday – 1 week after High School Examination (in February)

- Foundation Years (Reception, Phase 1, Phase 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.

**2023-2024 SCHEDULE OF FEES:** The current rate of fees (per 12-week 'term') is as follows:

**Note:** \$25.00 for Student Accident Insurance and a \$70.00 Technology Fee are paid in the 1<sup>st</sup> Term only.

	<u>1<sup>st</sup> Term</u>	<u>2<sup>nd</sup> &amp; 3<sup>rd</sup> Terms</u>
Foundation Years (Reception)	\$1,095.00	\$1,000.00
Foundation Years (Phases 1 & 2)	\$1,440.00	\$1,345.00
Primary Years (Grades 1-6)	\$2,009.00	\$1,914.00
High School (Grades 7-12)	\$2,139.00	\$2,044.00

#### **School fees are due:**

**Term 1** – June 30

**Term 2** – December 01

**Term 3** – March 01

When tuition fees remain unpaid after the due date, the account is designated as 'Past Due' and the following consequences apply until the account is once again 'Current':

- A **late fee of \$100.00 per student** is applied to your account.
- Students will not be allowed to attend classes.
- Students will not be allowed to take internal examinations.
- Students will not be eligible to receive any reports or transcripts or access to Plus Portal.
- Students will not be eligible for Graduation or promotion from Grade 6 to Grade 7.
- Students will not be allowed to go on class trips or other school related events.

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

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

Primary Years (Grades 1-6) – Approximately \$200 annually

Foundation Years (Reception, Phase 1, Phase 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 PAYMENT OPTIONS**

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.

**NOTE: Tuition payments must be made via the payment options stated below. Tuition payments should NOT be made at [www.qcsupport.com](http://www.qcsupport.com) and via direct deposit to the school's RBC account.**

- Pay Tuition online at [www.pay.qchenceforth.com](http://www.pay.qchenceforth.com)
- RBC or CIBC Online Banking Bill Payment. Add Queen's College as Bill Payee.

- The Accounts Office is fully cashless. Cheques and Card Payments can be made at the Accounts Office, Queen's College Campus.

**Requests for tuition statements, billing queries, and payment confirmations should be sent to [billing@qchenceforth.com](mailto:billing@qchenceforth.com)**

## **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. – 3:00 p.m.

*(While school is open, the Accounts Office is open from*

*8:00 a.m. to 3:30 p.m. Monday to Thursday and until 2:30 p.m. on Fridays.)*

## **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).**
- 3) **The 'Application for Admission', when signed, constitutes a contract, subject to the laws of The Commonwealth of The Bahamas. Intentionally providing incorrect information can lead to the school's termination of this contract.**

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

*Updated: October 2023*