



PSSP & OSSD Programme 2025-2026 Fees and Admissions



Acadecap
International School



AcadeCap International School (Académie de la Capitale)
Pre-Secondary School Programme
and Ontario Secondary School Diploma
Fees and Admissions
3448 Richmond Rd, Ottawa ON K2H 8H7
School Year 2025-2026

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I – Pre-Secondary School Programme and Ontario Secondary School Diploma Fees

AcadeCap International School (Académie de la Capitale) is an independent school and a not-for-profit, charitable organization. Our aim is to develop academically successful students, who also have the gumption to take risks, to innovate, and to tackle the unknown.

NEW STUDENT CHARGES

APPLICATION FEE

\$200.00 Each new application carries a one-time, non-refundable fee that covers the cost of processing the student's application, including student assessment and a visit day when deemed safe. The student's application will only be reviewed upon receipt of payment.

FAMILY MEMBERSHIP FEE

\$3,500.00 One-time, non-refundable fee charged once the family accepts an invitation to join the School. This fee is not an advance payment of tuition and cannot be applied to other outstanding amounts. Parents will be required to sign a School Enrollment Contract at this time. A child's place is only assured once this is settled and all documents required have been submitted. Funding ongoing property and building maintenance, future constructions, and endowment growth.

TUITION FEES

*Enrollment on or before March 1, 2025	Enrollment after March 1, 2025
\$23,390.00	\$25,221.50

SIBLING DISCOUNT - 10% tuition fee discount for attendance by a sibling.

***EARLY ENROLLMENT DEADLINE** - The early enrollment deadline for the 2025-2026 school year is March 1, 2025.

Tuition fees will vary depending on the time of enrollment and includes the following: tuition fees, learning materials and supplies, outings and transportation** related to the units of inquiry, plus administration fees.

TUITION PAYMENT SCHEDULE AND INSTRUCTIONS

All payments shall be covered by delivery of post-dated cheques made out to **École internationale AcadeCap International School** upon signing and remittance of the contract. All cheques are to be dated the 1st of each month, with the first cheque to be dated for the date of the contract submission.

OR

Upon approval by Finance, all payments shall be paid by an e-Transfer to finance@acadecap.org using the password **acadecapfees**. Payments by e-Transfer are due by the 1st of each month. Please indicate in the Memo/Message section the name of the student and tuition fees 2025-2026, with the first payment due at the time of contract submission.

* Tuition must be paid in full before **March 1, 2026** for enrollment after March 1, 2025.

**Additional fees may apply for water polo, ski lessons and lift, other out-of-school sports activities, trips and transportation not related to the unit of inquiry such as nature walks and end-of-year trips, and meals. The cost of the uniform is also the client's responsibility.

A \$50.00 surcharge shall be levied for any cheque dishonoured, payable within 30 days from the School recovering notice of such dishonour. **A 2% interest applies to late payments. Until resolved, accounts in arrears may result in the interruption of Student's access to the school and its programmes.**

II – Refund and Withdrawal Information Policy

COMMITMENT FOR THE FULL ACADEMIC YEAR

When a Student is enrolled, a place is reserved and staffing and other commitments are made for the 10 months, according to the enrollment contract. The Parent(s)/Guardian(s) are liable for the total account balance owing, which includes the tuition fees and any other services selected on the enrollment contract, on or after July 1, 2025.

A student's attendance at school indicates commitment for the full Academic Year, and the Parent(s)/Guardian(s) are liable for the total account balance owing, which includes the tuition fees and any other services selected on the enrollment contract.

PROCEDURE AND REFUND POLICY FOR WITHDRAWAL, EXPULSION OR IRRECONCILABLE DISAGREEMENT

WITHDRAWAL:

Should the Parent(s)/Guardian(s) wish to withdraw their child for any reason, the Parent(s)/Guardian(s) must provide **written notice** to the director of the school **30 days prior to the withdrawal**.

EXPULSION OR TERMINATION:

École internationale AcadeCap International School reserves the right to expel a Student and/or a Parent/Guardian who transgresses the rules that provide a safe learning environment for the students and teachers. This procedure would only be taken once the Director of **École internationale AcadeCap International School**, in cooperation with the Parent(s)/Guardian(s) and Student, had undertaken all possible paths to rectify the issue(s).

École internationale AcadeCap International School reserves the right to suspend or terminate services without notice for non-payment or irreconcilable disagreement.

REFUNDS:

In the case of voluntary withdrawal of the Student, expulsion of the Student for cause or irreconcilable disagreement, which occurs before 11:59 pm on June 30, 2025, the School shall be entitled to 25% of the total tuition fees payable, and any other services selected in the enrollment contract, and the Parent(s)/Guardian(s) agree to pay the balance forthwith. Any refund due by the School will be processed September 30, 2025. Written notice of withdrawal is mandatory in order to qualify.

In the case of any withdrawal or expulsion occurring after 12:00 am, July 1, 2025, the School shall be entitled to the total tuition fees payable, and any other services selected in the enrollment contract, and the Parent(s)/Guardian(s) agree to pay the outstanding balance forthwith. Written notice of withdrawal is required as outlined in the enrollment contract.

In either of the foregoing situations, the Board of Directors, in its sole discretion, may:

- a) approve a periodic payment (installment) plan for the payment of the monies due to the School, and /or,
- b) on compassionate grounds, reduce or eliminate the non-refundable portion.

III – Other Services, Fees and Respective Refund Policies

SUPERVISION SERVICE

The Supervision Services is offered Monday to Friday during the academic year, excluding school holidays and closures, from 7:30 am to 9:00 am and from 4:00 pm to 5:30 p.m. Parents may choose from:

Options	Supervision service	Cost	Payment terms
Option A	a.m. and p.m.	\$975.00/year (\$325.00/trimester)	Beginning of each trimester: First Day of School, December 1, 2025 and March 1, 2026.
Option B	a.m. or p.m.	\$487.50/year (\$162.50/trimester)	Beginning of each trimester: First Day of School, December 1, 2025, and March 1, 2026.

If no Supervision Service option is chosen, drop-offs before 8:30 am and pick-ups after 4:30 pm are subject to a \$25 fee.

*A \$25 fee will be charged for every late pick-up, after 5:30 P.M., and is payable upon the next day when dropping off your child. **Supervision fees are non-refundable.***

SPECIAL PROGRAMS

The School and the Parent(s)/Guardian(s) have identified the need for a special programme for the student, either the **ESL/FSL Sheltering and Support Programme** or the **Systematic Multisensory Intensive Literacy Education (SMILE) Programme** or the **Classroom Individualized Support (CIS)**.

In consideration of the special and additional commitment of resources which is required by the School to institute the special programmes, it is agreed that the following fees and payment arrangements shall apply to this Agreement, notwithstanding the general conditions contained in Schedule 2 & 3.

ESL/FSL Sheltering and Support Programme: \$4,250.00

SMILE Programme: \$4,250.00

Classroom Individualized Support (CIS): \$9,500.00

Payment Schedule for the two installment option, using post-dated cheques or E-Transfer:

First Day of School 60% of the total fee

January 1 - 40% of the total fee

ESL OR FSL SHELTERING AND SUPPORT PROGRAMME AND REFUND POLICY

Teachers, experienced in second language teaching, will work in a small group situation with a student who requires sheltering and/or support in the second language at the rate of four 45 minute periods weekly.

For educational as well as administrative purposes, a student enrolled in the ESL or FSL programme is expected to complete the year's programme. When a student is enrolled in the ESL or FSL programme, Parent(s)/Guardian(s) become liable for \$4,250.00, the cost of the full year's programme.

SYSTEMATIC MULTISENSORY INTENSIVE LITERACY EDUCATION PROGRAMME AND REFUND POLICY

Using the **Systematic Multisensory Intensive Literacy Education (SMILE)** programme teachers work, individually or in a small group, with children who require additional reading and/or writing instruction (4 x 45 minutes/weekly). The SMILE programme uses a **systematic multisensory** reading and writing method based on the **Orton-Gillingham Approach**; and our teachers are trained in the Orton-Gillingham Approach in accordance with the goals and guidelines outlined by the Academy of Orton-Gillingham Practitioners and Educators (AOGPE). AcadeCap International School is a member of the International Dyslexia Association.

A student in the SMILE programme is accommodated, with **multisensory learning and with assistive technology** supports, in all areas of the curriculum, based on teacher monitoring, documentation, analysis and measuring of student success in tasks that link with each subject and/or grade level expectations and on demonstrated learning behaviours.

A student in the SMILE programme, and concurrently learning in the IB PYP Kinder, the IB PYP Next, or the PSSP/OSSD, benefits from a curriculum with a **multisensory** approach enabling learners to develop and deepen conceptual understandings, to acquire subject knowledge and to develop the learning and life skills relevant to this day and age. The School's small groups of students in ratio to homeroom teachers and specialists make this multisensory differentiated approach possible.

The SMILE programme for Reading/Writing is available at the additional non-refundable cost of \$4,250.00 for the school year, payable as indicated on the payments schedule.

When a child is enrolled in the Systematic Multisensory Intensive Literacy Education (SMILE) Programme, parents/guardians are liable for \$4,250.00, the cost of the full year's programme. For educational as well as administrative purposes, a student is expected to complete the year's programme unless otherwise indicated by the SMILE Programme Coordinator. Only in this case will a pro-rated refund for the SMILE Programme be considered.

CLASSROOM INDIVIDUALIZED SUPPORT (CIS) AND REFUND POLICY

The School provides individualized support to students with exceptionalities when the need for one-to-one support has been identified. Through the CIS, the homeroom teacher may work alongside a specialist from the School providing individualized support within a group situation. Or in some cases, a teacher may be assigned to support the Student one-to-one for most of the day.

The CIS fee covers assessments, additional planning and scheduling time, meetings and learning materials. In addition to the CIS fee, an hourly rate of \$40 will apply for the services of an AcadeCap specialist if one-on-one support is required; i.e. Braille, Sign Language, etc.

The CIS programme is available at the additional non-refundable cost of \$9,500.00 for the school year, payable as indicated on the payment schedule or in 3 equal payments.

For educational as well as administrative purposes, a student enrolled in the CIS is expected to complete the year's programme. When a student is enrolled in the CIS, Parent(s)/Guardian(s) are liable for \$9,500.00 for the cost of the full year's programme.

MEALS

Students grade 1 and up may participate in the lunch programme catered by Dial-a-Chef from Tuesday to Friday (paid to Dial-a-Chef each month) and/or a Monday Pizza Lunch Program. (Registration forms are sent out twice a year, payment is due upon registration to the School) Prices subject to change due to demand.

UNIFORMS

A Land's End student uniform costs on average \$450. The Jiu-jitsu Gi cost ranges between \$45 and \$65.

SPORTS ACTIVITIES

As part of the Health and Physical Education programme, AcadeCap students participate in Jiu-jitsu classes, take downhill ski/snowboard lessons and more. Jiu-jitsu classes are included in the regular tuition fee. On the other hand, the ski lessons, and other activities such as Roller Skating, and the transportation costs are invoiced to parents when the activities are scheduled. Please note that additional sports activities may be planned during the school year and costs would be invoiced to parents. All these activities may cost up to an additional \$600 per student. All fees paid are non-refundable, as the fees AcadeCap pays out to the various institutions are also non-refundable.

AFTER SCHOOL ACTIVITIES

AcadeCap offers various after school activities such as Master Chess, Game Design, Robotics, Math Enrichment and others. Each after school programme may cost \$270 to \$375 per trimester, depending on the number of sessions, and costs are invoiced to parents. **Once registered, the fees are non-refundable.** We have made a financial commitment to the instructor.

YEAR END SCHOOL TRIP

As part of our interactive and real-time learning approach, year-end learning experiences are planned at the end of the school year. The activity, transportation and accommodation costs are the responsibility of the parents. Trip costs may vary between \$250.00 and \$3000.00, depending on location and planned activities. Please note that some past trips required air travel. Attendance is encouraged, but not compulsory.

Cost may vary based on activity and availability.

IV – Admission to the Pre-Secondary School Programme and Ontario Secondary School Diploma

ADMISSION REQUIREMENTS

Enrollment at AcadeCap International School (Académie de la Capitale) may be done at any time of the year, provided the student has been accepted, and all admission requirements have been met.

The admissions process begins with completing an application to the school. It carries an **Application Fee of \$200.00**, paid upon submitting the application.

The following documents must also be remitted with the application (if applicable).

- A copy of the student's last report card,
- two samples of the student's work: assignments in any subject, tests, projects, etc.,
- any or all psycho-educational reports impacting on the teaching and learning of the child

Prior to acceptance and once the completed Application Form, the requested documents and the fee have been submitted, a student will spend one visit day at Académie de la Capitale (AcadeCap) where he, she or they will be observed in terms of willingness and ability to participate in the inquiry, to problem-solve as well as to demonstrate agency and collaboration.

A prospective student is given the unique opportunity to spend a day at our school, immersed in the AcadeCap way of learning. This experience allows the student to get a firsthand taste of our educational environment, interact with current students, and gain valuable insights into our learner-centered approach.

- Students entering Grade 7 and up will be required to take an entrance test, which will be used as a tool to provide the school with information on the learning abilities of the student.

ADDITIONAL ADMISSION REQUIREMENTS

The Day Visit will be followed by a meeting/interview with the director, the parents/guardian and the student to review the student's day of visit and discuss the teacher's observations.

Once all admission requirements have been met, a letter of acceptance/refusal will be issued to the applicant and his/her parents/guardian. Once a place is offered to a prospective student, parents will be required to remit a signed contract and pay a **one-time only, non-refundable \$3,500.00 Family Membership Fee**. A child's place is only assured once this is settled.

Parents will also be required to sign other school schedules and provide **additional documents**, such as a copy of the **child's birth certificate or passport** and **immunization records**, in order to complete the enrollment process.

We pride ourselves for our superior academic standards, as well as our commitment to develop well-rounded individuals. We are highly committed to our students' success, and we expect a comparable commitment from them.



V –Pre-Secondary School Programme and Ontario Secondary School Diploma Application Form

PERSONAL INFORMATION

Surname	Given Name	Date of Birth (Y/M/D)	Sex
Student's Address:		Unit/Apartment/Street No.	Street
City	Province	Postal Code	Telephone No:
Health Card Number:			
Proposed Date & Grade of Entry:		Age of Entry:	

Parent/Guardian's Name:	Parent/Guardian's Name:
Address (if different from above):	Address (if different from above):
Telephone Home:	Telephone Home:
Work:	Work:
Cell:	Cell:
Fax:	Fax:
E-mail:	E-mail:
D.O.B:	D.O.B:



Emergency Contacts

Emergency Contact Name (other than Parent/Guardian):	
Relationship:	
Emergency Contact Address:	Telephone: Home: Work: Cell: E-mail:

Alternate Pick-Up Form and Permission

1 st Person's Name:	Telephone: Home: Work: Cell: E-mail:
2 nd Person's Name:	Telephone: Home: Work: Cell: E-mail:
3 rd Person's Name:	Telephone: Home: Work: Cell: E-mail:

Child's Health Information

Description of medical condition (Allergies, etc.):
Symptoms:
Precautions to be taken:
Medication (name and dosage):



Child's profile

Description of physical, social, intellectual and psychological milestones reached:

Languages in the home:

Special interests:

Exceptionalities:

Any concerns:

Previous School, Educational Background

School (name, address), curriculum, special programme:

Important: This application must include your child's Birth Certificate, Immunization Record, last year's report card, this year's current report card, any reports impacting the teaching and learning of your child (if applicable), along with the \$200.00 Application Fee. Additional visit days carry a cost of \$200.00 per day.

Date(s) of visit day(s) (to be confirmed by administration): _____

Date: _____

Signature of Parent/Guardian

Signature of Parent/Guardian

Signature of Director