



International Students 2025-2026 Fees and Admissions



Acadecap
International School



École internationale AcadeCap (Académie de la Capitale)
International Students Programme Fees and Admissions
3448 Richmond Rd, Ottawa ON K2H 8H7
School Year 2025-2026

Table of Contents

<i>I - International Programmes Fees Information</i>	<i>3</i>
<i>II - Refund and Withdrawal Information Policy</i>	<i>6</i>
<i>III - Other Services, Fees and Respective Refund Policies</i>	<i>7</i>
<i>IV - Admission to Programmes</i>	<i>10</i>
<i>V - Programmes Application Form</i>	<i>11</i>



I – International Programmes Fees Information

2025-2026 FEE INFORMATION FOR THE INTERNATIONAL STUDENT

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME NEXT KINDER (IB PYP Next-KINDER)

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME NEXT (IB PYP Next)

PRE-SECONDARY SCHOOL PROGRAMME (PSSP)

ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)

NEW INTERNATIONAL STUDENT CHARGES

APPLICATION FEE	\$200.00
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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. The student's application will only be reviewed upon receipt of payment.

FAMILY MEMBERSHIP FEE	\$3,500.00
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A one-time, non-refundable fee charged once the family accepts an invitation to join AcadeCap International 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.

INTERNATIONAL STUDENT FEE	\$1,700.00*
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Each new international application also carries a non-refundable supplementary administration fee when enrolled through AcadeCap Finance. This fee is not an advance payment of tuition and cannot be applied to other outstanding amounts.

*An additional charge of **\$4040.00** applies to enrollments through an external agency.

YEARLY STUDENT CHARGE ACCOUNT FEE \$975.00

Yearly student charge account fee covers incidental charges for intra/extra-curricular activities such as outside sports, transportation for non-unit related trips, enrichment activities, end of year activities, etc. and is due on August 29, 2024.

Please note that the **Application, Family Membership, Yearly Student Charge Account Fee and International Student Fees** must be paid in full, along with the first tuition installment before École internationale AcadeCap International School issues an official Letter of Acceptance



INTERNATIONAL PRIMARY YEARS PROGRAMME NEXT (KINDER)

Ages 4 to 5 | Childcare receipts | 10 month or 10 month extended - Full time

10 MONTHS - SEPTEMBER 2025 TO JUNE 2026

Tuition Fees include the following, from September to June, except for two week of holidays in Christmas break, March break, and statutory holidays: tuition fees, before and/or after school supervision, end of June AcadeCamp, snacks and hot lunch meals, learning materials and supplies, outings and transportation** related to the units of inquiry and administration fees. **Tuition must be paid in full before January 15, 2026.**

Full-Time

Per child: **\$23,440.00**

Full Year (2025-2026):

On or Before August 15, 2025 **\$14,064.00**

January 15, 2026 **\$ 9,376.00**

TOTAL **\$23,440.00**

10 MONTHS - SEPTEMBER 2025 TO JUNE 2026, PLUS ACADECAMP

Tuition Fees include the following, from September to June plus AcadeCamp except for holidays at Christmas break, March break, and statutory holidays: tuition fees, before and/or after school supervision, Summer AcadeCamp sessions, snacks and hot lunch meals, learning materials and supplies, outings and transportation** related to the units of inquiry and administration fees. Hot lunch meals included. **Tuition must be paid in full before January 15, 2026.**

Full-Time

Per child: **\$26,105.00**

Full Year (2025-2026):

On or Before August 15, 2025 **\$15,663.00**

January 15, 2026 **\$10,442.00**

TOTAL **\$26,105.00**

For mid-year enrollments and AcadeCap Kinder to Grade 1 transitions only: Finance will be communicating with parents regarding an alternate payment schedule.



INTERNATIONAL PRIMARY YEARS PROGRAMME NEXT

Ages 6 to Grade 6 | Childcare receipt approx. 26% of tuition

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 must be paid in full before January 15, 2026.

Full-Time

Per child: **\$23,875.00**

PAYMENT SCHEDULE

Allows for 2 payments. Please refer to the dates and corresponding amounts below. Tuition amounts must be paid in full by January 15, 2026.

Full Year (2025-2026):	
On or Before August 15, 2025	\$14,325.00
January 15, 2026	<u>\$ 9,550.00</u>
TOTAL	\$23,875.00

INTERNATIONAL PRE-SECONDARY SCHOOL PROGRAMME AND ONTARIO SECONDARY SCHOOL DIPLOMA

Grade 7 to 12 | Childcare receipt approx. 26% of tuition

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 must be paid in full before January 15, 2026.

Full-Time

Per child: **\$25,815.00**

PAYMENT SCHEDULE

Allows for 2 payments. Please refer to the dates and corresponding amounts below. Tuition amounts must be paid in full by January 15, 2026.

Full Year (2025-2026):	
On or Before August 15, 2025	\$15,489.00
January 15, 2026	<u>\$10,326.00</u>
TOTAL	\$25,815.00

***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.*

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 outstanding balance forthwith. Any refund due by the School will be processed September 30, 2025. Written notice of withdrawal is mandatory 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, or 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 PYP Next



The Optional Supervision Service is offered Monday to Friday, 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.	\$3,105.00/year (\$1,035.00/trimester)	Full payment first day of school, or beginning of each trimester: First day of school, December 1, 2025 and March 1, 2026.
Option B	a.m. or p.m.	\$1,552.50/year (\$517.50/trimester)	Full payment first day of school or 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.***

SUPERVISION SERVICE PSSP

The Supervision Service 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)	Full payment first day of school, or 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)	Full payment first day of school, or 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 Service fees are non-refundable.

ESL/FSL PROGRAMME

Additional ESL or FSL support is provided to foreign language students (4 x 45 minutes /weekly). The ESL or FSL programme is available at the additional non-refundable cost of \$4,250.00 for the school year, payable as laid out below.



Service	Frequency	Cost	Payment terms
<i>ESL/FSL</i>	4 weekly periods of 45 minutes	\$4,250.00	60% First day of school (\$2,550.00) 40% January 1, 2025 (\$1,700.00)

Refund Policy for ESL or FSL Programme

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 and FSL programme, parents/guardians become liable for \$4,250.00, the cost of the full year's programme.

SYSTEMATIC MULTISENSORY INTENSIVE LITERACY EDUCATION (SMILE) PROGRAMME FOR READING/WRITING

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, 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. AcadeCap International School's small groups of students in ratio to homeroom teachers and specialists make this multisensory differentiated approach possible.

Service	Frequency	Cost	Payment terms
<i>SMILE Programme</i>	4 weekly periods of 45 minutes	\$4,250.00	60% First day of school (\$2,550.00) 40% January 1, 2025 (\$1,700.00)

Refund Policy for Systematic Multisensory Intensive Literacy Programme

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)

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 laid out below.

Refund Policy for Classroom Individualized Support Programme

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 (approx. \$220 per month paid to Dial-a-Chef each month) and/or a Monday Pizza Lunch Program. (\$4.50 per slice. Registration forms are sent out twice a year, payment is due upon registration)

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 \$35 and \$55.

SPORTS ACTIVITIES

As part of the Health and Physical Education programme, AcadeCap students participate in Jiu-jitsu classes, take downhill ski/snowboard lessons and play water polo. Jiu-jitsu classes are included in the regular tuition fee. On the other hand, the ski lessons, the water polo coaching sessions and pool time, 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 \$500 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. Attendance is encouraged but not compulsory.

** All prices may vary based on activity and availability.

IV – Admission to Programmes



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 to the Registrar on the day of the visit (if applicable):

- a copy of the child'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

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.

- Based on AcadeCap teacher observation and recommendation, prospective students may have to participate in an Early Identification Process to access Senior Kindergarten as well Grade 1.
- Based on AcadeCap teacher observation and recommendation, students entering Grades 2 and 3 may 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.
- Students entering Grade 4 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 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 sign a 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. Upon their acceptance to the school, it is essential that students understand and respect this commitment by signing *the AcadeCap International School (Académie de la Capitale) Agreement to Reach for the IB Learner Profile*.



V – Programmes 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:	
Programme: Kinder A <input type="checkbox"/>		Kinder B <input type="checkbox"/>	PYP <input type="checkbox"/> PSSP/OSSD <input type="checkbox"/>

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

1st Person's Name:

Telephone: Home:

Work:

Cell:

E-mail:

2nd Person's Name:

Telephone: Home:

Work:

Cell:

E-mail:

3rd 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 Preschool, 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

