



To help you understand the charges which may appear on your bill from time to time. The following is a brief description.

ACADEMICS	Workbooks, novels (studied in English classes), Advanced Placement Exams, TOEFL Exams
ACTIVITIES	Supplies for various recreational activities not covered by the School, i.e. art supplies, photo supplies, weaving, fashion design, woodworking materials, etc.
APPLICATION FEE	Student application fee
CASH ADVANCES	Extra money requested. This is approved by House Directors and/or parents
COURIER	Cost of sending parcels / postage
DANCES	Dance fees for attending dances at Shawnigan
DAMAGES	Damage to school property
DRY CLEANING	Personal dry cleaning / used uniform store
GOLD BOOK	Student Agenda
HAIRCUT	Personal
HOUSE DUES	Charged at the beginning of each term (3 terms per year). This contributes towards the cost of some house outings, pizza, video rentals, etc.
INSURANCE	Accident Insurance, Medical Services Plan (MSP)
LAUNDRY	Name tags, laundry bags, extra sewing
LESSONS	Dance, music or voice lessons, driver education
CHEQUE REQUEST	University applications, etc, donations
MEDICAL	Dentist/doctor/off-site counselling visits (when applicable), hospital
NOTARIZATION FEE	Transcripts, citizenship, immigration, Visa renewals, etc
OUTINGS	House outings, i.e. Victoria – to a movie, swimming, etc. if the costs are not covered by House Dues, pizza, cakes
PHOTO	Film processing, group photos, house photos, Yearbook
RENTALS	Instrument rentals / golf cart rentals
SPORTS	Uniform, equipment for a particular sport, i.e. tennis racket, squash balls, etc.
TELEPHONE/FAX	Charges for long distance calls and faxes
TRANSPORT	Bus to and from the School on leave weekends and breaks and / or pre-approved student taxi requests
TRAVEL FUNDS	Extra money required while travelling, i.e. ferry ticket, airport tax, etc.
TUTOR	Academic – extra tutoring – set up by teachers and approved by parents
PURCHASE OF EQUIPMENT	Must be authorized by parents
STUDENT BANK	Allowances
SKI WEEK	Annual charge
GRAD CHARGE	One time charge to Grade 12 students to partially cover the costs of the Grad celebration
FEE REFUND INSURANCE	Annual insurance on tuition fees
COMMISSARY PURCHASES	Student purchases from the school commissary (detail on Commissary statement e-mailed with full statement)
STAG CAFE	Food purchases from student-run restaurant
VACCINATIONS	Charged only when the School must purchase vaccines

No charge for medical supplies consumed, long distance charges for calls made to parents by teachers or advisors, photocopies, paper, textbooks, transportation and meal costs when travelling on school activities, team or individual entry fees to sports tournaments or nursing attendance when ill.

If more information is required, please contact our Accounting Office

Phone: 250-743-6452

Fax: 250-743-6200

Email: hmacintosh@shawnigan.ca