



Enrollment Contract & Payment Method

1. Log in to the Finalsite Enrollment [Parent Portal](#).
2. Click on the “Continue Enrollment Process” button or “View Checklist” link to access the contract on your checklist.

Students

Student's Name

Enrolling for Grade X in YYYY-YYYY



☒ Continue Enrollment Process

3 items left | [View Checklist](#)

3. Click on the “Complete Form” button to open the contract.

Contract

 Complete Form



Complete your contract form before proceeding to the deposit. Once submitted, you will choose your deposit payment method.

4. Read through “Student Information & Primary Household Information” to ensure the information is correct.

- a. Click “Yes” or “No”.

*Please note that **Name** and **Relationship** information are not editable. Please contact admissions@brocktonschool.com if you require to update these fields.

First Parent/Guardian in Primary Household

Name:

Residency Status:

Primary Email:

Cell Phone:

Home Phone:



Would you like to update any of the
information listed above? *

☐ Yes ☐ No

5. Click on 'Next' to continue.

6. Review the contract and tuition information

Enrollment/Re-Enrollment Contract

ENROLLMENT/RE-ENROLLMENT FORM ● ● ●

* indicates required fields

Tuition & Fees

Base Tuition		Total
	Tuition Grade 7	\$29,400.00
Additional Fees		
	Consolidated Fee Grade 7	\$2,350.00
	This fee covers various expenses included but not limited to most school supplies, school-based technology, most field trips, activities, outdoor school excursions/activities, the yearbook, and more.	
	The consolidated fee is not applicable for financial aid.	
	Entry Donation/Bond	\$20,000.00
	A one-time donation of \$15,000 can be made in lieu of the entry bond. Tax receipt provided.	
	New Student Fee (Domestic)	\$3,000.00
	New student fee is due at the time of deposit payment.	
Tuition Total		\$54,750.00

7. Select your Payment Plan Option:

a. Option: Payment in Full Immediately

☒ Payment in Full Immediately

☐ By paying in full, you are agreeing to pay your deposit, tuition, and all other applicable fees immediately. *

Payment	Due Date	Total Amount Due
1	16/1/2024	\$31,750.00

b. Option: Payment Plan

- 8 equal monthly installments from May to December.
- \$500 annual finance fee per student for participation in the pre-authorized bank withdrawals installment plan. This fee will be collected immediately upon signing of the contract.

☒ Payment Plan

We agree to pay the deposit and \$500 payment plan fee immediately. We assume full responsibility for our child's tuition and fees and to pay the remaining balance over the agreed upon payment plan. Any other outstanding fees will be paid on or prior to May 15th.

This plan includes the following fee:

Payment Plan Finance Fee \$500.00

☐ We acknowledge that there will be an additional \$500 payment plan fee added. *

Payment	Due Date	Total Amount Due
1	15/5/2024	\$3,593.75
2	15/6/2024	\$3,593.75
3	15/7/2024	\$3,593.75
4	15/8/2024	\$3,593.75
5	15/9/2024	\$3,593.75
6	15/10/2024	\$3,593.75
7	15/11/2024	\$3,593.75
8	15/12/2024	\$3,593.75

c. Option: Payment in Full on or before May 15th

☒ Payment in Full

We agree to pay our deposit and outstanding tuition by May 15th. We understand that we must pay the remaining tuition balance to the Business Office by May 15th in order to receive the Letter of Acceptance required for Visa applications.

☐ We agree to assume full responsibility for our child's tuition and fees and to pay the amount in full by May 15, 2022.*

Payment	Due Date	Total Amount Due
1	15/5/2024	\$54,780.00

8. Proceed to read through the terms and conditions, documents and policies listed in the contract.

9. Once you have reviewed the documents, proceed to complete the contract with your e-signature and click on the *Submit* button.

Required Signature

NOTE: Should processes and timelines not be adhered to by families, Brockton reserves the right to withdraw the offer of Admissions.

Parent/Guardian Signature *

Your Full Name*

☐ I agree to the terms and conditions specified herein

< Previous Submit

10. You will be asked to confirm your submission.

Confirm Submission



You will not be able to edit once you click confirm. Are you sure you're ready to submit this Enrollment/Re-Enrollment Contract?

Cancel

Confirm

11. 'Click' to choose a payment method and follow directions to complete the deposit and New Student Fee (if applicable) payment.

Please note

- Returning Students: deposit of \$3000 for domestic students* or \$5000 for international students.
- New Students: deposit and New Student Fee totaling \$6000 for domestic students* or \$8500 for international students
- *If payment plan has been selected, an additional \$500 annual finance fee per domestic student will be added to this deposit amount.

Contract

PAYMENT ● ● ●

Fees		
Amount Due		\$3,000.00
Total	\$3,000.00	

Payment Info

Pre-Authorized Payment (ACH):
Payment can be made via pre-authorized (ACH) through the Finals Site Enrollment platform. Please enter your banking information into the form. *You now have the option to save this payment method for future tuition payments.

Payment by Cheque:
A cheque can be dropped off at the School or in the locked school mailbox (outside the main entrance). Please note the name of your child on the cheque memo line to assist us in matching your payment to your account. You can call the front office if you are onsite and need assistance (604-929-9201). We ask that you do not mail cheques in.

Payments with a bank account outside of Canada

Wire Transfer:
Payments by Wire Transfer require you to visit your bank and provide the [Brockton Wire Transfer Routing Information](#) for transfer. Wire transfer can take a few business days, so please ensure you leave enough time prior to payment deadlines for the transfer to complete.

Flywire:
Flywire is a payment platform specializing in international tuition payments. Flywire allows you to use your own local currency, offers excellent exchange rates. Please see the [Flywire instructions](#) if you are interested in using this method of payment.

For payment questions, please contact enrollment@brocktonschool.com.

Payment Information
Pre-Authorized Payment (ACH) Cheque Flywire | Wire Transfer

d. Option: Pre-Authorized Payment (ACH)

Payment Information

Pre-Authorized Payment (ACH) Cheque Flywire | Wire Transfer

Name:	Full Name of Account Holder
Email Address:	Email Address of Account Holder

☒ **Save my information for future payments.**
By saving your information, you agree to Brockton School's [terms & conditions](#).
All information is securely transmitted and stored via 256-bit encryption.

☒ **Enroll in AutoPay for future tuition payments.**
By enrolling in AutoPay, you agree to Brockton School's [terms & conditions](#).
You can cancel or update your billing information at any time.
AutoPay can take up to 3 days to process regardless of your billing date.

Select Bank and Pay by Pre-Authorized Payment (ACH)

- i. Your information will automatically be saved in your profile for future payments.
- ii. Enroll in AutoPay - tuition and fees will automatically be deducted from your account on the stated date.
- iii. Once you have entered your name and email address, click onto the 'Select Bank and Pay by Pre-Authorized Payment (ACH)' button. A pop up window will appear (see below). Provide your account details. Refer to [Pre-Authorized Payment \(ACH\) instructions](#).

Provide account information
×

Manually enter your bank account information below.

Institution number

Transit number

Account number

- e. Option: Payment by Cheque.
 - i. Drop off at Brockton.
 - ii. This payment method can take a few business days for cheques to clear.
 - iii. Ensure you leave enough time prior to the payment deadline.

Payment Information

Pre-Authorized Payment (ACH) Cheque Flywire | Wire Transfer

If you wish to pay through the following payment method, simply complete this form by entering your name at the bottom of the page and click the "Pay by Cheque" button. Please refer to the payment instructions above.

Name:

- f. Option: Payment by Flywire/Wire Transfer.
- Please refer to the [Flywire instructions](#) or [Wire Transfer instructions](#) for more details.
 - You are required to take further actions outside of the Finals site Enrollment parent portal.
 - Please note this payment method can take a few business days, so please ensure you leave enough time prior to payment deadlines for the transfer to complete.

Payment Information

Pre-Authorized Payment (ACH) Cheque Flywire | Wire Transfer

If you wish to pay through the following payment method, simply complete this form by entering your name at the bottom of the page and click on the "Pay by Flywire or Wire Transfer" button. Please refer to the payment instructions above.

Name: Full Name of Account Holder

Pay by Flywire or Wire Transfer

12. The contract is now displayed as a completed item in the checklist. If you have opted to pay by cheque or wire transfer/flywire the deposit item will remain outstanding until the Business Office has received the payment and transaction has cleared.

Please complete and submit the items below to finish the process. Items will be checked off as we receive and process them.

✓ Contract

Complete your contract form before proceeding to the deposit. Once submitted, you will choose your deposit payment method.

Submitted on 18/01/2023

[View Form](#) 

Deposit Pay Now

Once payment has been received this checklist item will be manually completed by Brockton. Should you wish to pay with your credit card instead, you may click on the Pay Now button to complete the deposit payment.

Your selected payment method: E-transfer | Cheque

This item will complete upon receipt of payment, or click to pay online now.