



**This form is to be completed for all Group 4 schools and must be completed by an auditor qualified under Section 205 of the *Business Corporations Act*. Please read all information on reverse before completing.**

- ◆ School Authorities must post financial guarantees in accordance with the *Independent School Regulation*
- ◆ Schools must maintain valid bonds continuously while in operation and two years beyond the date of closure.
- ◆ Failure to maintain continuously valid and appropriate bonding instruments may result in revocation of the Independent School certification.

MINISTRY SCHOOL CODE	NAME OF SCHOOL	CITY
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- a) Total of current bond for 2016/2017 school year: \$ \_\_\_\_\_
- b) Total fees received during 2016/2017 school year  
     i) \$ \_\_\_\_\_ (July 1 to December 31, 2016)      ii) \$ \_\_\_\_\_ (January 1 to June 30, 2017)
- c) Amount of bond for 2017/2018 school year (75% of highest of b) i) or ii): \$ \_\_\_\_\_
- d) Adjustment required for 2017/2018 school year -- difference of a) and c) \$ \_\_\_\_\_
- e) Has school received approval for 50% bonding reduction? Yes\_\_\_ No\_\_\_
- f) Final bonding amount with applicable reduction applied (may not be less the \$100,000) \$ \_\_\_\_\_

Bonding Instrument(s) for 2017/2018 School Year	Financial Institution and Maturity Date/Term (YY/M/D) <small>(must extend beyond 2017/18 school year - provide updated bonding instrument(s) to Office of Inspector of Independent Schools)</small>	Amount of Bond
Surety Bond		
Irrevocable Letter of Credit		

(attach proof of bonding instruments that are new, or not automatically extended/renewed)

**Accountant Information**

We, being qualified under section 205 of the *Business Corporations Act*, have examined the accounts of the school listed above and in our opinion this statement accurately reflects (a) the total fees received by the school during the dates stated and (b) the current bonding instrument(s) posted by the school in accordance with the *Bonding Act*.

NAME OF FIRM	<input type="checkbox"/> CHARTERED ACCOUNTANT <input type="checkbox"/> CERTIFIED GENERAL ACCOUNTANT	TELEPHONE
ADDRESS	EMAIL ADDRESS	
SIGNATURE	NAME (PLEASE PRINT)	DATE SIGNED

**COMPLETED FORM AND UPDATED BONDING INSTRUMENT(S) DUE ON OR BEFORE SEPTEMBER 1, 2017.**

RETURN TO:  
 MINISTRY OF EDUCATION, INDEPENDENT SCHOOLS BRANCH  
 5<sup>th</sup> Floor 620 Superior St  
 VICTORIA BC V8W 9H1  
 Email: EDUC.independentSchoolsOffice@gov.bc.ca  
 Telephone: (250) 387-3711

**BONDING GUIDELINES FOR GROUP 4 SCHOOLS:**

All Group 4 schools must post a bond of not less than \$100,000. Schools applying for Group 4 classification for the first time must post the minimum bond of \$100,000, or, if more than 20 students are enrolled in the first year, \$5,000 per student. Qualifying schools may apply for bonding reduction under sections 13 to 15 of the *Regulation*. Section 8 of the *Regulation*, requires that detailed information concerning the protection afforded by the bond must be included in the school calendar.

All Group 4 independent schools must be bonded and maintain continuous bonding while in operation and for two years after the school ceases to operate under Independent School certification. Unless bonding reduction has previously been approved in writing by the Ministry of Education, school authorities of all Group 4 schools must post financial guarantees in accordance with the *Independent School Regulation (the Regulation)*, equal to 75 percent of all fees collected from students for one of the periods of July through December, or January through June, whichever has the higher income, of the previous school year. **The “fees” are defined as “any money received by an authority for any purposes from or on behalf of a student or a person applying to become a student other than money paid for post-secondary education”** [*Regulation* – section 12 to 17].

The following bonding instruments may be used:

- a surety bond issued by a bonding company or insurer registered to do business in British Columbia under the *Financial Institutions Act* or the *Insurance Act*,
- irrevocable letters of credit with a termination date beyond the required term of the security, issued by a Canadian financial institution, payable to the Minister of Finance.

**Please Note: For the 2017-18 and subsequent school years short term deposits, marketable bonds, and treasury bill notes will no longer be acceptable security.**

**Procedure**

1. The school authority forwards to the Inspector of Independent Schools, by September 1 of the current school year, an audited statement indicating the total amount of all fees collected for the period of July 1 through December 31, and the period of January 1 through June 30 of the previous school year. **See definition of fees above.**
2. On the basis of the audited statement referred to above, the school authority shall deposit, by September 1 of the current school year, a bond equal to 75 percent of the amount collected in the six months with the highest income. If applied for on or before May 1 each year and approved, under sections 13 to 15 of the *Regulation* a 50% reduction of the calculated standard amount may be provided
3. The authority determines, subject to the *Bonding Act*, the type of bonding instrument it wishes to use, and proceeds to post the bond no later than September 1.
4. All new or amended bonding documents must be delivered to the **Independent Schools Branch** on or before September 1.
5. On completion of all requirements (including bonding), the Independent Schools Branch issues or extends the Certificate of Group 4 Classification.
6. Failure to maintain bonding as per regulation may result in revocation of the school's Independent School certification.