

# FINANCIAL POLICY

## Tuition Payments

**Annually** Tuition may be paid in full at registration before the beginning of the school year. Full tuition paid on or before July 1<sup>st</sup> will receive a \$200.00 discount.

**Two payments** Payments may be made in two separate payments. The first payment being due prior to July 1<sup>st</sup> and the 2<sup>nd</sup> payment made prior to December 1<sup>st</sup>. If both payments are made prior to the referenced dates, a discount of \$100.00 will apply to the second payment.

**Monthly** Monthly tuition must be paid through FACTS Tuition Management. There are two options for monthly payments.

1. Twelve month payment plan begins in June (either the 5<sup>th</sup> or 20<sup>th</sup>) and ends in May; and
2. Ten month payment plan begins in August (either the 5<sup>th</sup> or 20<sup>th</sup>) and ends in May.

Once you have chosen or verified the date of payment, there will no changes made to the payment date.

## Delinquent Tuition

Prompt payment of tuition is essential to the operation of the school's financial obligations. If payment of tuition is returned for any reason by Facts, parents will be given written notification from the business office. Facts will attempt payment three (3) times and they will charge a \$25.00 NSF fee on each attempt. In the event that payment becomes delinquent more than 45 days, the parents will be notified that the students' will not be allowed to continue to attend classes until their account is in good standing.

If a student's account is past due for any reason (tuition, extended care charges, library books, band fees, etc) access to 'netucs' will also be blocked until the account is current.

## Report Card Policy

Report cards and/or transcripts will be withheld for delinquent accounts (including fees) until the account is in good standing. When payments are made by check, please allow 7-10 days for processing before access will be made available.

## Returned Checks

Your account will be charged a \$25.00 processing fee for any returned check. This includes any checks for cafeteria, tuition, books, extended care and all student activity items or fundraisers.

## Cancellation Refunds

Application and Enrollment/Registration Fee are non-refundable.