

Tuition Policy

Registration Fees

Registration Fee per family is \$50.00. Please mail \$50.00 with your completed registration form. This fee is non-refundable and does not apply to your tuition fees. Please note that families who have not re-enrolled their students by the February 28th deadline will lose their priority status to families that are on the wait list for certain grades.

Late Registration Fee (those delivered to the office or postmarked after February 28th) for each re-enrolling family will be \$100.00. Late registration greatly complicates our book and supply orders, bus routes, class lists, teacher assignments, new family enrollment (wait list), and financial reports, so we greatly appreciate your promptness.

Billing Policy

Monthly

Families choosing to pay their tuition on a monthly basis will be required to enroll in the EFT - FACTS Program. You may choose to have it automatically taken from your account on the 5th or the 20th of the month.

For re-enrolling families, a copy of the Facts agreement is generally mailed out in May. The deadline for making changes on the Facts agreement is June 30th.

For new families who are signing up with the Facts program need to have their agreement filled out and returned to the business office by June 30th.

Annual, Semi-Annual and Quarterly Payments

Invoices for annual, semi-annual and quarterly payment plans will be mailed on the first of the month in which the month that they are due. Please see the following:

Annual Payment	Due: August 30 th
Semi- Annual	Due: August 30 th and February 29 th
Quarterly	Due: August 30 th , November 30 th , February 29 th , and May 31 st .

Accounts are considered delinquent after the last day of the month the payments are due.

Delinquent Tuition Procedures

Electronic Fund Transfer Program (EFT):

When there is an NSF, FACTS Tuition Management Co. notifies the family and re-attempts payment on the next debit date. If on the next re-attempt there is another NSF, FACTS again notifies the family and will re-attempt the payment on the next debit date. FACTS should contact the school and the business office will also contact the family at this time.

Payments to the school (quarterly, semi-annual, and annual method):

Payments are due on the last day of the month and are delinquent thereafter. All delinquent accounts will be sent a delinquent notice every month, until the tuition account is either current or paid in full. They will also receive a call from the Superintendent. The delinquent list will be included in the Finance Committee agenda and the Finance Committee members can agree to further action.

A 1-1/2% interest charge per month will be added to tuition accounts that remain unpaid for 90 days at the Superintendent's discretion.

If the parents or guardian are unable to make full payment of the amount requested, a mutually acceptable written payment arrangement for the balance of the delinquent amount, within a reasonable and definite period of time, may be set up by both parties as being legally binding as to future collections.

Failure to make a payment or arrangements with the Superintendent within a reasonable time frame can result in further collection procedures, up to and including withdrawal from classes by the student(s). A letter will inform the parents or guardian of this action and the specified withdrawal date. Such expulsion letters will be sent when an account is 90 days past due from the original payment due date. (5/02)

In accordance with the tuition policy, delinquent families will be required to sign up for the EFT. Enrollment can be refused to any family who has been late in making payments and have not yet signed up for the EFT (Facts program), all exceptions to this policy must be approved by Superintendent and the Finance Committee. (5/02)

Payments on prior tuition:

The above billing policy will be in effect for payments being received on prior tuition. Any person with a prior tuition account will be billed monthly, until account is paid in full. Copies of these bills must be maintained for future collection action. A contact log will be maintained by the business office, treasurer or other designated Finance Committee member. The interest rate will be 8% on promissory notes and may be waived if payments are made timely.

The Finance Committee holds the power over all tuition policies and can reconsider further actions.

