

## 2018-19 TUITION AND FEES POLICY

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Tuition is an **annual** fee that may be paid in monthly installments. Tuition must be paid directly to Smart Tuition by the designated due date.

### REFUNDS

- If written notice of withdrawal is received by the school prior to July 1, the entire portion of the tuition due will be waived, and if paid, will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school from July 1 through August 31, 90% of the tuition will be forgiven, and if paid, will be refunded upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school after August 31, refunds will be granted upon written request to the school. No refund will be made for any month in which the child(ren) attended one or more days of school in that month.

### DELINQUENCIES

**If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.**

- Families who are delinquent will receive a letter from Smart Tuition immediately following the due date.
- Families whose tuition payment is delinquent 60 days will receive a second letter; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child/children may not be permitted to attend classes.
- Records and report cards will not be transmitted at this time and financial aid/scholarships provided will be at risk and may be rescinded.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.

### FEES

- Accounts with late payments will be assessed a late fee of at least \$40 for each late payment.
- Checks and electronic payments that do not clear the bank will result in a \$35 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees). These fees are not refundable.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.



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