



2016-17 TUITION AND FEE POLICIES

FEE POLICIES

- ❖ The annual \$120.00 **non-refundable** REGISTRATION FEE must be paid in full at the time of enrollment, as well as in FEBRUARY for the upcoming school year. **Parent's Initial** _____
- ❖ For elementary students, the annual \$550.00 **non-refundable** CURRICULUM FEE can be paid in full or paid in two installments, in MARCH and MAY. **Parent's Initial** _____
- ❖ For elementary students, the annual TERRANOVA STANDARDIZED TESTING FEE is \$30.00 and due in April. **Parent's Initial** _____
- ❖ All returned checks will incur a \$25.00 RETURN CHECK FEE. After two returned checks, only cash or money orders will be accepted forms of payment. **Parent's Initial** _____
- ❖ All accounts participating in automated tuition and fee payments by either VISA or MasterCard credit/debit card or electronic fund transfers, will incur a \$6.00 WEEKLY fee. **Parent's Initial** _____
- ❖ After two declined credit card payments, only cash or money orders will be accepted forms of payment. **Parent's Initial** _____
- ❖ Pickup time for half day students is NOON. A LATE FEE of \$1.00 per minute will be charged for half students picked up after NOON. Payment is due at time of pickup. **Parent's Initial** _____
- ❖ SCHOOL CLOSSES at 5:00 p.m. SHARP. A LATE FEE of \$1.00 per minute will be charged for students picked up after 5:00 p.m. Payment is due at time of pickup. **Parent's Initial** _____

TUITION POLICIES

- ❖ All accounts continuing to pay by CASH or CHECK, **please review the Tuition Schedule for payment dates.** Payment should reflect your UPCOMING 2-week or 4-week tuition. **Parent's Initial** _____
- ❖ All accounts participating in automated tuition and fee payments by either VISA or MasterCard credit/debit card or electronic fund transfers, will be charged WEEKLY for tuition payments. **Parent's Initial** _____
- ❖ A LATE FEE of \$25.00 will be charged to ALL ACCOUNTS if tuition is not paid in full by Wednesday of their respective billing cycle. **Parent's Initial** _____
- ❖ A delinquent account of more than TWO WEEKS could result in dismissal. **Parent's Initial** _____
- ❖ The school year tuition is divided up evenly over 41 weeks. Please note that THERE ARE NO REFUNDS OR TUITION REDUCTIONS for absences, holidays, winter break, spring break, or any temporary reduction in days or hours of attendance. **Parent's Initial** _____
- ❖ In the event of withdrawal OR vacation, tuition must be PAID IN ADVANCE before your departure. **Parent's Initial** _____
- ❖ Parent/Legal Guardian must complete a WITHDRAWAL FORM, as well as provide a TWO WEEK NOTICE, in order to withdraw their student from school. **Parent's Initial** _____

STUDENT'S NAME

CLASS

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE