



## F I N A N C I A L P O L I C I E S

1. Tuition can be paid with one of the following plans:
  - a. Annual—due July 1 (2% tuition discount)
  - b. 2-Pay—60% of tuition bill due July 1, 40% of tuition bill due January 1
  - c. Monthly—over an 11 month period (August through June). Due the 1<sup>st</sup>, 7<sup>th</sup>, or 15<sup>th</sup> of each month.
2. All payments will be paid through FACTS Tuition Management and by automatic payments. Students are not considered registered for school until FACTS has received the bank account/credit card information required for automatic payments and the non-refundable registration fee has been deducted from the parent/guardian's bank account/credit card. If account information changes, it is the parent/guardian's responsibility to update FACTS with the correct information. Not doing so will result in the student being withdrawn from school.
3. All charges (Before/After Care, Hot Lunch, Run Club, Pretzels, etc.) will be automatically deducted monthly as accrued for the full amount due. Exception: on the Monthly plan, Maryland Bus and art/music lessons may be added to the tuition.
4. Students must be registered by June 15<sup>th</sup> for the Annual plan to be eligible for the 2% discount.
5. Students registering for the Monthly plan after August 1<sup>st</sup> will pay the registration fee plus the first payment installment at the same time.
6. If payments fail due to Non-Sufficient Funds, FACTS will assess a NSF fee and attempt to reprocess the full payment 10 days later. If the second attempt fails, FACTS will assess a NSF fee and attempt a third time to reprocess the full payment another 10 days later.
7. An account is considered delinquent when three attempts to collect the payment results in three failures to collect the payment.
  - a. Parents/guardians who have a delinquent account will receive a letter from the School Board outlining next steps and possible withdraw from school. If a student attends at least one day of school in any given month their parent/guardian will be responsible for paying the entire month of tuition.
  - b. Students whose parents/guardians have a delinquent account will not receive report cards, transcripts, or diplomas, will be unable to access grades electronically, and will not be permitted to re-enroll.
  - c. At the change of semester, students whose parents/guardians have a delinquent account will not be permitted to return to classes or participate in extracurricular activities (including class trips) until the account is brought to a current status. All prepaid monies for music lessons, hot lunch, run club, or pretzels (or any other prepaid monies) will not be refunded.
8. No payments should be sent to school with students. All payments will be automatic payments through FACTS Tuition Management.
9. The Finance Office will only discuss account information with those people identified as Financially Responsible for the account on FACTS Tuition Management.

- 10. Families will be billed for damaged or missing school property, including text books, athletic uniforms, etc.
- 11. Students registering after school starts may be eligible for pro-rated tuition. This scale should be used to calculate annual tuition for eligible late-enrolled students. Late-enrolled students are only eligible for the monthly payment plan. Monthly tuition is calculated by dividing total annual tuition by 11.

| <u>Student Start Date (approximate)</u> | <u>Pro-rated Tuition Amount</u> |
|---|---------------------------------|
| September 1                             | Full annual tuition             |
| October 1                               | Monthly tuition times 10        |
| November 1                              | Monthly tuition times 9         |
| December 1                              | Monthly tuition times 8         |
| January 1                               | Monthly tuition times 7         |
| February 1                              | Monthly tuition times 6         |
| March 1                                 | Monthly tuition times 5         |
| April 1                                 | Monthly tuition times 4         |

- 12. Refunds for tuition will only be given under certain situations such as relocation. School administration reserves the right to grant or deny refunds. If a refund is granted it will be on the following scale:
  - a. Before school starts:
    - i. Annual Plan: 75% of tuition paid
    - ii. 2-Pay Plan: 75% of tuition paid
    - iii. Monthly Plan: not eligible for refund
  - b. After school starts and before January 15<sup>th</sup>:
    - i. Annual Plan: 50% of tuition paid
    - ii. 2-Pay Plan: 10% of tuition paid
    - iii. Monthly Plan: not eligible for refund. Please note: If a student attends at least one day of school in any given month their parent/guardian will be responsible for paying the entire month of tuition.
  - c. January 15<sup>th</sup> through March 15<sup>th</sup>:
    - i. Annual Plan: 25% of tuition paid
    - ii. 2-Pay Plan: 25% of tuition paid
    - iii. Monthly Plan: not eligible for refund. Please note: If a student attends at least one day of school in any given month their parent/guardian will be responsible for paying the entire month of tuition.
  - d. After March 15<sup>th</sup>, no refunds will be given.