

## Registration Fees and Tuition Payment Policy

### Introduction

Tuition payments are an investment in your child's education and religious formation. Therefore, the LEA Board accepts responsibility for recommendations to the association congregations concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. The decision to enact this policy was made in large part to the increasing amount of delinquent tuition and registration fees that have occurred over the past couple of years. This past spring there was over \$16,000 in delinquent tuition and registration fees. This makes it increasingly difficult for the smooth operation of school programs and services.

### Fees

1. All fees (registration, technology, etc.) are to be paid to the school according to the plan selected by the family.
2. Those families with a verifiable financial need from the TADS Grant and Aid Assessment can request alternative fee payment arrangements to be determined by the Board.

### Tuition Payment

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration and must be the same for all members of said family. Options for payment shall include:

- a. Full Payment – under this plan the entire amount of tuition is paid on or before the first day of school.
- b. Semi-annual Payment – under this plan one-half of the tuition is paid in August and one-half in January.
- c. Quarterly Payment – under this plan one-fourth of the tuition is paid in each of the following months (August, October, January, and March)
- d. Monthly Payment – Under this plan the entire tuition is paid monthly over a 10 month period beginning in August.

**Those choosing a plan other than the Full Payment option will need to complete an auto withdrawal agreement form. An automatic withdrawal will only be made if payment has not been received prior to the due date noted on the Registration Form and within Sycamore School. Automatic withdrawals will be made through the use of the PayJunction feature within Sycamore School.**

### Delinquent Accounts

- a. First Missed Payment – After the first missed payment a written notification of the missed payment will be sent to the family. The missed payment will be reattempted in 10 days.

- b. Second Missed Payment – When an account becomes two months behind a phone call will be made by the Principal to discuss the situation with the responsible party.
- c. Third Missed Payment – When an account becomes three months behind a meeting will be required consisting of the responsible party, the Board President and the Principal. The situation will be rectified or the student(s) will be recommended for expulsion at the next LEA Board meeting.

#### Delinquent Tuition From Previous Years

All previously unpaid tuition must be paid by July 31 if a student is to be considered for reenrollment for the upcoming school year. Payments are to be made directly to the school.

#### Hardship

If there is a life event with financial impact and a family is unable to make tuition payments promptly, the family shall notify the Principal to discuss alternative payment options.

#### Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days that the student was enrolled.

### **LUNCH PAYMENT POLICY**

Over the past several years we have allowed families to charge lunches to their account. However, beginning with the 2018-2019 school year our policy regarding charging meals will be changing. School lunches will need to be **prepaid** to allow for smoother operation of our lunch program. At the point in which a family has charged \$25.00 to their lunch account those students will no longer be able to order a school lunch and will need to bring their lunch until money has been deposited into their account.

Each Friday evening an email will be sent from the school office notifying you of your current lunch account balance. This is done through the Sycamore School system so it is imperative that your email address is updated within the system. Paper copies of lunch account balances will be sent home in the middle of the month. You can also check your balance at anytime by logging into Sycamore. In addition a notification will be sent home if your lunch account balance reaches \$0.00.

School lunches can be paid for with cash, check, or credit in the school office Monday-Friday from 8:00am to 4:00pm or anytime by logging into your Sycamore School account and using your credit card. If you need more information about how to make payments on Sycamore please contact the school office.