

Tuition Payment Policy

1. To simplify accounting and collection procedures, all financial transactions are handled through FACTS Tuition. FACTS accept payments through ACH, credit card, or paper payment. Credit card payments do incur an additional charge. Please go to <https://online.factsmgt.com> to create an account. Once an account is created on the parent end, the school then enters the agreement details and a confirmation email is then sent to the parent(s).
 2. Accounts must be kept current to ensure uninterrupted enrollment.
 3. Payments are due according to the tuition policy agreement. A late fee of \$30 will be assessed for all late payments.
 4. When accounts are more than two months past due, the child(ren) will not be allowed to attend until the account has been brought current or an arrangement has been made.
 5. Parents are responsible to communicate with school administration regarding tuition should an interruption in payment become unavoidable.
 6. Please see our school website for current tuition rates, scholarship information and discount options.
 7. Tuition payments may be made in either of three formats:
12 - month-Beginning July 21st
24 - semi-monthly-Beginning July 7th
1- annual - July 21 (2% discount applied)
 8. For students who cannot finish the school year, pro-rated refunds are left up to the discretion of the school board and are not necessarily guaranteed. They are considered on a case-by case scenario.
 9. A general refund guideline the school follows is based on the withdraw date and is as follows. If the date of withdraw occurs:
November 1 to 1st Day of School: Refund- 75% of full tuition
During the 1st Trimester: Refund- 50% of full tuition
After the 1st Trimester: No refund
 10. Any amount agreed upon for work rendered for scholarship support will be removed in the case the agreed upon work is not provided by the parent.
 11. Each family is asked to volunteer 10 hours during school events through the course of the year.
- Any questions please contact the school office at (717) 557-1119.

Parent's Signature

Date