



The Washington New Church School Tuition Information Sheet (5/23/2016)

GENERAL INFORMATION ABOUT TUITION

Tuition rates cover approximately half of the actual educational costs for each student. The balance of the costs is paid through generous subsidies and donations to the school. Providing quality education requires the dedicated services of a professional staff and resources, and tuition is essential to cover a portion of these expenses.

Tuition invoices along with payment plan forms and other important information will be sent to parents electronically by email (*and by regular mail if requested*) in July.

Tuition for 2016-2017

Tuition Per student/year	Member Subsidy ¹	Net Tuition for Members	Actual Cost per student/year
\$7,000.00	\$2,000.00	\$5,000.00	>\$14,000.00

Grades 7 - 10 surcharge ² \$300 per child

WHEN FEES AND TUITION ARE DUE:

- 1. April 29th Application and Registration Fee**
New applications must be accompanied by a non-refundable fee of **\$50.00**. All applications are due by **April 29th**. (Jr. K and K applications will be accepted through Aug 1st).
- 2. Mid-July Receive Tuition Information Packet**
Tuition information packet includes details about methods for payment and form for applying for an alternative payment plan. Call if you do not receive your packet.
- 3. August 1st Alternative Payment Plan Application**
If you do not plan to pay tuition in full you must submit an application for an alternative payment plan along with 10% of the tuition bill by August 1st.
- 4. August 15th Full Tuition and/or Approved Payment Plan**
Either the full year's tuition OR an *approved* "alternative payment plan" is due by Aug 15th. In addition to your approved alternative payment plan, a second 10% of your tuition will be required by August 15th (bringing the total pre-paid tuition to 20%).
- 5. Sept 30th First Monthly Payment Due**
Payments of 10% are due by the end of the month with the first one due by Sept 30th and the final payment due by April 30th.

¹ Applies when the student and at least one parent are baptized into the faith of the New Church.

² This is to cover the costs of text books, science supplies, and additional teaching staff.

WAYS TO PAY TUITION INCLUDING ALTERNATIVE PAYMENT PLANS

1. Tuition may be paid by check, credit card or pre-authorized withdrawals processed through the e-giving website³. The *preferred payment method* is by automatic monthly payments through e-giving. This method is easy to manage *and* it avoids the higher fees charged to the school for processing credit card payments.
2. **Alternative Payment Plans (APP's)**
 - a. In lieu of payment of tuition in full by August 15, an applicant/re-applicant can apply for an *APP* using the *form* included in the tuition materials sent in July. The application must be submitted by Aug 1st in order to be considered.
 - b. Once approved, an *APP* must be signed and turned in to the school office (a scan or photo of the signed form is acceptable).
 - c. A request for an *APP* WILL NOT be considered unless it is accompanied by the required minimum deposit of 10% of the total tuition bill for the upcoming school year.⁴
 - d. An applicant may apply for a standard *APP* (20% before August 15th, followed by 8 monthly payments of 10% Sept-April) or propose a different installment plan, provided that 20% of the tuition is still received by Aug 15th and the payment in full of all tuition is received by April 30th of the school year.
 - e. When an *APP* has been approved, the treasurer will send monthly email reminders showing the status of payments against that Plan. Failure of the treasurer to send a reminder does not excuse any required payment.
3. **Prorated Tuition:** In the event that a student is enrolled less than a full year, tuition will be prorated by multiplying the number of calendar months that the student is enrolled by 1/9th of the annual tuition charge. Additional adjustments to tuition will be considered on a case-by-case basis.

Non-Payment and Enforcement Policies

1. If tuition payments are in arrears compared to *APP*, academic records will not be released or disclosed to any person or entity until payments once against meet an agreed upon payment schedule. Such “academic records” include, but are not limited to, report cards, transcripts, electronic grade reports (Engrade), diplomas, and parent/teacher conferences.
2. Non-payment of tuition by more than a month compared to the approved *APP* may lead to notice followed by expulsion from the *current* school year.
3. Non-payment of tuition for a student at the end of the current school year disqualifies the student for re-admission for the following school year.

³ www.e-giving.org/washingtonchurch - information and instructions available from the school office and will be sent with July payment information packet.

⁴ This does not include previous debts, if any.