



The Washington New Church School

Tuition Information Sheet (3/23/2017)

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 is invoiced *via email* starting in July. You *must request* billing via regular mail.

TUITION FOR 2017-2018

Tuition Per student/year ¹	Member Subsidy ²	Net Tuition for Members	Actual Cost per student/year
\$7,100	\$2,000	\$5,100	>\$14,000

Grades 7 - 10 surcharge ³ \$300 per child

WHEN FEES AND TUITION ARE DUE:

- April 30th** **Application and Registration Fee**
New applications must be accompanied by a non-refundable fee of **\$100.00**. All applications are due by **April 30th**. (Jr. K and K applications will be accepted through Aug 1st).
- Mid-July** **Receive Tuition Information Packet**
Tuition information packet includes details about methods for payment and form for applying for an alternative payment plan.
- August 15th** **Pay Full Tuition**
Pay full tuition using one of the methods listed **OR** apply for an Alternative Payment Plan (APP) (see other side).

HOW TO PAY TUITION

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. Tuition may also be paid by check submitted to the school secretary or credit card withdrawals processed through the e-giving website⁴.

¹ Tuition does not include: aftercare, uniforms, some school supplies, school lunches, some field trips and special events, rental of some textbooks.

² Applies when the student and at least one parent are baptized into the faith of the New Church.

³ This offsets the costs of art and science supplies and additional teaching staff.

⁴ www.e-giving.org/washingtonchurch - information and instructions available from the school office and will be sent with July payment information packet.

ALTERNATIVE PAYMENT PLANS (APP)

1. **Aug 1st** **Apply for an APP and First 10% Tuition**
If you *do not* plan to pay tuition in full by Aug 15th, you must submit an application for an alternative payment plan (APP) along with 10% of the tuition bill by August 1st. The application form is included in the tuition packet you will receive in July.
2. **Early August** **Receive Approval for Your APP**
The school will respond to your application for an Alternative Payment plan either with acceptance or to negotiate modifications until a mutually agreed upon plan is reached.
3. **August 15th** **Approved APP and Second 10% Tuition**
Either the full year's tuition OR an *approved* Alternative Payment Plan is due by Aug 15th. In addition to your approved APP, a second 10% of your tuition will be required by August 15th (bringing the total paid tuition to 20%). Your APP must be *signed* and returned to the school (a scan or photo of the signed form is acceptable).
4. **Sept 30th** **Monthly Payment Due**
Monthly payments matching your APP are due by the end of the month with the first one due by Sept 30th and the final payment due by April 30th.

BILLING AND NON-PAYMENT POLICIES

1. **Prorated Tuition:** In the event that a student is enrolled less than a full year, tuition will be charged by multiplying the number of calendar months in which 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. All accounts *must* be settled before any records will be released in the case of a transfer to another school.
2. **Monthly Reminders:** 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. **Arrears:** 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.
 - a. 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.
 - b. 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.