

## ARLINGTON BAPTIST SCHOOL TUITION POLICY 2018-2019

### 1. Tuition, Book/Activity, Technology and Other Fees

Tuition, Book/Activity, Technology and other fees are set each year by the school administration (see Fee Schedule). Since faculty, staff, book order and other commitments are made in advance based upon the number of students registered, **ALL FEES are NON-REFUNDABLE. In addition to any tuition installments and fees due, a penalty of up to \$1,000.00 will be payable upon the early withdrawal/dismissal of a student during the school year.** (Penalty plus tuition and fees paid shall not exceed the total tuition and fees cost for the school year.)

### 2. Payment Plans

All families shall be expected to make tuition and book/activity fee payments according to one of the following payment plans, and each family must sign a Tuition Payment Preference Form indicating its preferred manner of payment.

- a. **Direct Full Payment Plan.** Under this plan the entire amount of tuition and book/activity fees is paid **on or before July 20th**. Payment is made directly to the school Business Office. A 3% tuition discount will be applied to accounts paid in full by July 20th. **Unless the Direct Full Payment Plan is selected, all payments must be made through FACTS Tuition Management (see below), and any accounts without a FACTS agreement will be assessed an additional monthly fee.**
- b. **FACTS Tuition Management Plans.** Under these plans, tuition and book/activity fee payments are made on the 5<sup>th</sup> or 20<sup>th</sup> of each month via ACH debit to your checking or savings account, or automatic charge to your **American Express, Discover or MasterCard.** Credit card payments will include an additional convenience fee. You must set up a FACTS agreement authorizing your bank or credit card company to make automatic payments to FACTS. Annual fees for FACTS agreements (see below) are automatically charged up front to your bank account or credit card when your FACTS agreement is activated. Dependent upon the approval of the school, you have the flexibility of being able to change the date of any given FACTS payment to a day other than the 5<sup>th</sup> or 20<sup>th</sup>, but you must contact Arlington Baptist School Business Office **three business days** prior to your scheduled payment date in order to ensure there will be sufficient time to reschedule your payment.

**Semester Plan (2 installments – July and December).** There is an **annual fee** of **\$10.00** for the FACTS Semester Plan.

**Monthly Plan (10 installments – July through April).** There is an **annual fee** of **\$45.00** for the FACTS Monthly Plan.

### 3. Additional Fees

At the discretion of the school administration, any or all legitimate fees may be added to your FACTS agreement.

### 4. Registration

Re-enrollment and new student registration dates are determined each year by the school administration and are set as early as possible in the calendar year, generally occurring in January or February. Registration fees are **NON-REFUNDABLE** and are as follows:

NEW students:	<b>Standard registration</b> - \$250.00 per student	
	<b>Late registration (after July 31<sup>st</sup>)</b> - \$350.00 per student	
CURRENT students:	<b>February 1<sup>st</sup> to May 1<sup>st</sup></b> - \$200.00 per student	<b>After July 31<sup>st</sup></b> - \$300.00 per student
	<b>May 2<sup>nd</sup> to July 31<sup>st</sup></b> - \$250.00 per student	

### 5. Late Payments

It is the responsibility of each school family to keep the Business Office informed of their need to make any changes in their preferred tuition payment plan. The following policy will apply when tuition payments are received late:

**Direct Full Payment Plan.** **If payment is not received on or before July 20th, the 3% tuition discount will be lost.**

**FACTS Tuition Management Plans.** FACTS will automatically charge a \$30.00 missed payment fee for the first payment attempt that is unsuccessful. The missed payment will be processed again by FACTS in approximately 14 days (generally on the 5<sup>th</sup> or 20<sup>th</sup> of the month). The \$30.00 missed payment fee will be processed the day following the unsuccessful payment attempt (generally on the 6<sup>th</sup> or 21<sup>st</sup> of the month). You may incur a similar penalty from your own banking institution. **Be sure you know the details of your bank's policy regarding electronic transfers of funds. Arlington Baptist School may also assess a late fee of up to 5% of the amount of the delinquent payment.** Additional penalties will be imposed as described in the Delinquent Accounts section of this document.

### 6. Delinquent Accounts

- a. Tuition and fees not paid when due will result in the student's inability to attend class.
- b. Accounts not paid in full prior to graduation (K5 or High School) will result in the student not being allowed to participate in graduation.
- c. Any outstanding financial obligation will result in a student being unable to participate in semester and final exams.
- d. Those with delinquent accounts will not be permitted to re-enroll their children.
- e. Transcripts, school records, and report cards will not be released for accounts with an outstanding balance.

### 7. Credit Cards

The Business Office is equipped to accept VISA, MasterCard, Discover, and American Express. Credit card payments through FACTS may only be charged to your American Express, Discover or MasterCard. A small convenience fee is added to all credit card payments made through FACTS.

### 8. Returned Checks

In general, **all payments made directly to the school must be in the form of cash, cashier's check, money order, or credit card (NO PERSONAL CHECKS).** If a personal check is allowed as payment, a \$30.00 charge will be assessed on any check returned as uncollectible.