

## EPIPHANY TUITION & FINANCIAL POLICIES

**Directions:** All parents (regardless of tuition payment preference) should carefully review, initial each section and sign this form. A full explanation of financial policies is contained in the Community Handbook. In the event of separation/divorce, each parent should submit a separate form.

### EXPECTATIONS FOR PAYMENT ON TUITION AND FEES \_\_\_\_\_ PARENT INITIALS

Prompt payment of all tuition and occasional fees are essential to maintaining the financial stability of our school. All families are urged to maintain open and honest communication with the administration regarding any financial matters. In particular, families should be aware of the following general guidelines:

1. If an account becomes delinquent for more than 30 days, students will not be permitted to attend classes until payment arrangements have been made directly with the Head of School.
2. Any payment arrangements must be agreed to in writing between the family and Head of School.
3. A family may not return to The Epiphany School for a new school year unless all tuition from the previous year has been paid in full.
4. If an account is delinquent at the time of semester exams, the student will be held from taking exams until payment in full is made.
5. A family that withdraws from the school with an unpaid balance and who has failed to cooperate in keeping payments current may have their account turned over to a collection agency.

### FINES \_\_\_\_\_ PARENT INITIALS

In the event that the school receives notification of "Insufficient Funds" on any payment made for tuition or other school expenses, the family will be notified immediately by the administration. A fine of \$35.00 will be assessed in each instance. Prompt re-payment by cash or money order will be required and will be paid directly to the school. Written invoices for these outstanding payments and the associated fine will be provided by the school.

### RESPONSIBILITY IN CASE OF WITHDRAWAL \_\_\_\_\_ PARENT INITIALS

Once the school year begins, we expect that a student will be enrolled for the entire year of instruction. Tuition is not based on daily or monthly attendance. Budgets and employee contracts are set according to expected enrollment. As such, families who withdraw a student will be responsible for payments as follows:

- 1) If written notice of withdrawal for the upcoming school year is submitted prior to July 31<sup>st</sup>, the family will not be responsible for payment.
- 2) If written notice of withdrawal for the upcoming school year is submitted on or after August 1<sup>st</sup>, the family will be responsible for the entire 1<sup>st</sup> semester of tuition.
- 3) If written notice of withdrawal year is submitted on or after January 1<sup>st</sup>, the family will be responsible for the entire 2<sup>nd</sup> semester of tuition.

Formal requests for any exemption to this policy must be submitted in writing to the Head of School and will be reviewed by the Board of Trustees. In very rare cases (like family relocation), refunds may be issued. All outstanding balances must be paid prior to the release and/or forwarding of student records.

***In the event that the Board of Trustees adjusts these financial policies or implements additional guidelines, these will be provided in writing to all parents with a requested confirmation of their review.***

Parent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_