

Tuition Policy

(beginning July 1, 2017 and for enrollees after this period)

Some of you have been asking about tuition for the school year. Here are the details in regards to tuition:

Full Time Students - tuition is \$650.00 per month

Part Time Students - tuition is \$35.00 per day

The BASICS for Full and Part Time Students:

You can pay using cash, check, debit card, credit card, or money order. If paying with cash, check, or money order, tuition needs to be placed in the tuition box at The Prep School.

If you choose to pay by check and the check is returned, your family will be charged a \$20.00 returned check fee.

If you choose to use a debit card or credit card, you will be charged a \$3.00 convenience fee. Debit card and credit card payments are processed on the First of the Month or the First and the Fifteenth of the Month (based on your request on the Debit / Credit Card Processing Form).

Tuition needs to be paid ON TIME. Tuition is due on the First of the Month for the whole monthly amount OR on the First of the Month for at least one-half of the whole monthly amount and on the Fifteenth of the Month for the remaining balance of the whole monthly amount. If the First of the Month or the Fifteenth of the Month falls on a weekend, then your tuition payment is due the Friday before the First of the Month or the Friday before the Fifteenth of the Month.

A SPECIAL MESSAGE for Part Time Students ONLY:

If you are a family of a **PART TIME STUDENT**, here is how tuition is figured and when it is due:

1. On the **FIRST** of the month, you can pay the whole amount due for the month. With this, you need to count the number of days your child is in attendance during the month and multiply by \$35.00. This is your family's monthly amount for the month. Your monthly tuition amount will change from month to month depending on number of days in the month and how your child's attendance schedule coincides with these days.

OR

2. On the **FIRST** of the month, you can pay for the 1st through the 15th of the month. With this option, you need to count the number of days that your child would attend between the 1st of the month and the 15th of the month and then multiply by \$35.00. This is your family's amount due for the **FIRST HALF** of the month. THEN,

On the **FIFTEENTH** of the month, you can pay for the 16th through the last day of the month. With this, you need to count the number of days that your child would attend between the 16th of the month and the last day of the month and then multiply by \$35.00. This is your family's amount due for the **SECOND HALF** of the month.

Again, since you are a family with a part time student, your monthly tuition amount will change from month to month depending on number of days in the month and how your child's attendance schedule coincides with these days.

If the First of the Month or the Fifteenth of the Month falls on a weekend, then your tuition payment is due the Friday before the First of the Month or the Friday before the Fifteenth of the Month.

Late Payments:

Here are the consequences for late tuition payments:

- First Late Payment - family will receive notification of late payment via email and will be charged at a rate of \$5.00 per day until payment is made.
- Second Late Payment - family will receive notification of late payment via email and will be charged at a rate of \$10.00 per day until payment is made. After the second late payment, your family will be required to provide credit card information and this credit card will be billed for tuition on the First of the Month and the Fifteenth of the Month going forward.

If your family needs to have an altered tuition payment schedule, for instance, your family needs to pay on different days of the month, please contact Lia at lozolins2@aol.com or Cassie at cassieo@theprepschool.net.

If your family pays via automatic payments from your bank, please notify Lia at lozolins2@aol.com or Cassie at cassieo@theprepschool.net. - this way a record of this information will be on file.

Notice for Exiting The Prep School:

A two weeks' "notice" is necessary for families that plan on exiting the school before the end of the school year. Tuition is expected to be paid through this two weeks' notice.

Vacation Time (sick time, holiday time...)

Each FULL TIME family receives five (5) vacation days for the period of August 9, 2017 through May 18, 2018 (projected last day of school year) in which your family does not have to pay tuition.

Each PART TIME family receives the same number of vacation days in which your child attends during a one week period in which your family does not have to pay tuition. For instance, if your child attends three days per week, your family would have 3 vacation days per the school year, August 9, 2017 through May 18, 2018.

In order to use these dates, you need to notify the Director of School, Lia Ozolins Baker, via email, lozolins2@aol.com. In this email, please state the days you are wishing to use as "vacation time" (vacation time also encompasses sick time, holiday time...). You will receive a confirmation email from Lia with the amount of tuition that is due for the time period in which you are requesting vacation time.

If you are a family that starts after October 2, 2017, you receive a prorated amount of vacation days which can be used from the time your child starts until May 18, 2018.

Vacation time remaining from the 2017-18 school year cannot be used during the summer months without approval from the Director. An email would need to be sent to the Director at lozolins2@aol.com requesting the use of this remaining vacation time during the summer months.

School Closings in Regards to Tuition Payment

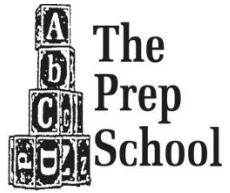
Each FULL TIME family is expected to pay tuition for the full month, even if the school is closed for holidays and for winter weather days.

Each PART TIME family is not expected to pay tuition on the days the school is closed, except for if the school is closed for winter weather days.

The Prep School's most up-to-date calendar is on our web site - www.theprepschool.info - this calendar will show you the scheduled school closings. If we close for winter weather, our web site will let you know of this closing. PLEASE CHECK our website on the wintry weather days!

Contact Information about Tuition Questions:

Questions can be directed to Lia at lozolins2@aol.com or Cassie at cassieo@theprepschool.net. After reading this Tuition Policy, you need to sign and date the form below and return to the office at The Prep School.



I have read and understand the Tuition Policy for The Prep School.

Name of Parent

Parent Signature

Date of Signature

This document needs to be signed and returned to The Prep School.