

# TUITION AND FEE PAYMENT POLICY

1. Payments for tuition and fees may be made by cash, check, or money order in person at the Main School Office, deposited in the drop boxes located at both the Main School Office and the Secondary School Office, or may be mailed to the SMCS Business Office. Payments may also be made with credit card or by Electronic Fund Transfer (EFT). All checks and/or money orders should be made payable to “*Shades Mountain Christian School.*” Always request a receipt for any cash payments.
2. All tuition payments and fees are due in the Business Office on the first day of the month. A late fee of \$20.00 will be assessed after the 30<sup>th</sup> day of the month.
3. Tuition that is more than 60 days in arrears will result in the student not being allowed to attend classes until that amount is paid or until appropriate arrangements are made with the Business Office. Tuition will continue to accrue while the student is out. In addition, fees that are more than 60 days in arrears will result in the student not being allowed to participate in the activity related to the fee until that amount is paid.
4. No student may attend class the next school year if tuition has not been paid in full for the current school year.
5. Re-enrollment and registration fees are not refundable except in the event the family or student moves from the area before school begins.
6. Parents with more than two students pay a re-enrollment fee or registration fee for two students only.
7. At re-enrollment time, if your account is not current you may re-enroll your child, but a place will not be held for that student. However, your child will be placed on a waiting list until the account is current.
8. After School Program (ASP) fees will be charged to the family account weekly (on Monday for the previous week). These fees are billed on actual sessions used. All payments will be due on the first day of each month, beginning on September 1, 2012. If these fees are not current by the 30<sup>th</sup> day of each month, and/or arrangements have not been made with the Business Office, your child will not be able to continue attending the ASP.
9. No deductions for tuition will be allowed for absences from school.
10. There will be a charge of \$25.00 for any check/EFT returned due to insufficient funds (NSF). If returned a second time, the parents must come to school and pay in cash. If three NSF notices are received within a school year, all subsequent payments must be made in cash, certified check, or money order.
11. In case of withdrawal from SMCS, all payments must be made to ensure release of report cards, records, and transcripts. The full year’s tuition is due if withdrawal occurs after August 1.
12. Report cards, transcripts, and student records will only be released when the student and family are current with tuition, fees, and any other outstanding balances at SMCS.