



# Tuition and Fee Payment Policy

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## Tupelo Christian Preparatory School

### PAYMENT OPTIONS:

1. TCPS families have three payment options: **(1) Annual Payment** – The entire tuition and building fee amount is billed on June 1, preceding the school year, and is due on June 10th. In order to have charging privileges, there must be an active checking, savings, or credit card on file. **(2) Semester Payment** – The tuition and building fee is billed in two payments on June 1 and December 1, preceding each semester, and are due June 10th and December 10th respectively. Charging privileges are the same as the Annual Payment Plan. **(3) Monthly Payment** – A bank draft or credit card must be set up to cover tuition, building fees and other charged incidental expenses.
2. Any other payment option not mentioned above will have to go before the School Board for approval and will be examined on a case by case basis on its merits alone. Those families desiring another payment option need to meet with the Business Office to complete a written request, which will be submitted to the Board for approval.

### ENROLLMENT PROCESS:

3. Before a new student is officially enrolled, the application process must be completed which includes payment of the non-refundable registration fee. If a current student's account is delinquent, they will be placed on a financial block which prevents access to re-enrollment and grades.

### AUTO PAY FOR INCIDENTALS:

4. Most every student will incur incidental charges at some point throughout the year. Examples of these charges are supply packs, after care, sports related charges, etc. You will be enrolled in Auto Pay for incidental charges. Financial information for Auto Pay can be in the form of checking accounts, savings accounts, or a variety of credit cards. These charges are due on the last day of each month.

### PAST DUE AMOUNTS:

5. Payment is expected within 10 days of billing.
6. Tuition will continue to accrue while the student is out.
7. There is a \$30 charge for any EFT or check returned due to insufficient funds (NSF). Another attempt for payment will occur in 15 days. If needed, a third attempt will take place 15 days after the second attempt.
8. Failure of the financially responsible individual to pay tuition, building fees, incidental charges and NSF fees will result in the withholding of report cards, records and transcripts as well as blocked access to RenWeb, unless prior arrangements have been approved by the School Board through the Head of School. Any account going past 30 days overdue will result in the student not being allowed to attend class or participate in any school related activities.
9. Any past due account that has not made a written financial payment arrangement with the school within 90 days will be sent to collections.

### DEDUCTIONS / WITHDRAWALS:

10. No deductions will be allowed for absences from school.
11. If a student withdraws *prior* to August 1, then a full refund of the tuition and building fee is allowed. Otherwise, refunds for tuition and building fees are generally not allowed. However, the family may request a refund in writing to the Business Office who will then submit the request to the School Board for consideration. If a student withdraws *after* August 1<sup>st</sup>, their account will be billed as usual unless the family wishes to pay in full at the time of withdrawal. Upon withdrawal you will owe for the current month plus 2 additional months.

### TUITION ASSISTANCE:

12. TCPS uses a confidential third party organization, FACTS, for this process. Families submit an online application and tax returns to FACTS, who in turn reports the results to TCPS. Due to the length of this process, families must have their online application submitted to FACTS no later than March 31<sup>st</sup>. Consult the TCPS Business Office for more details.

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Parent/Guardian's Signature

Date

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Parent/Guardian's Signature

Date<sub>1,22,13</sub>