

# Providence Christian School

## Financial Procedures 2012-2013

To enroll a *continuing student* or *sibling* or any *new student* applying for enrollment March 1-August 1, you will be required to pay a nonrefundable registration *deposit* of: **\$300.00 per student**. *The remainder of the balance of the registration fee will be billed on August 1 and due by August 10. All outstanding balances from the prior school year and the upcoming school year registration fee must be paid in full before your child can begin the school year* (contact the bookkeeper if you wish to make financial arrangements for outstanding balances). Any continuing or new student applying for enrollment between August 1 and the start of school is required to pay the *entire registration fee* when submitting the enrollment application.

### Registration Fees

The registration fees include: placement assessment, curriculum, annual TerraNova 3, DIBELS, Open Court, and InView assessments, and facility fees. Of the registration fee, \$300.00 is nonrefundable.

Once school begins, the entire registration fee is nonrefundable.

### Tuition Billing

There are two methods of tuition payment:

- Annual tuition paid-in-full: *Payment-in-full must be made to PCS by September 10*
- Monthly payments through SMART TUITION Service: *Monthly tuition payments are one-tenth of the annual amount due, payable each month from September through June. Payment may be made by one of the following options: 1. Monthly invoice; 2. Monthly automatic deduction from checking or savings account; 3. Monthly automatic charge to credit card (American Express, Discover, or MasterCard)*

For children entering (or exiting) Providence Christian School other than on the first day of school, the total annual tuition charged will be adjusted to reflect the actual number of days the student is enrolled at Providence Christian School. The first, or last, tuition payment will be adjusted to account for the reduced number of days attended, so that future monthly tuition installments will coincide in amount and number to that of other students. The last installment of tuition for all students is made in June.

### Delinquent Accounts

If installment payments are received 10 days after the due date, the account is considered delinquent and a \$60.00 late fee is charged. Any late charges are payable through the tuition management service. Failure to pay tuition within 30 days will result in a phone call from the bookkeeper in order to establish a payment schedule that will reconcile past due accounts. If this payment schedule is not followed or if payments continue to be delinquent, you will be scheduled to come before the PCS Board to discuss continued enrollment. The tuition account (including Extended Day) must be paid in full before the student(s) may return to the school.

### Report Cards and TerraNova 3 Reports

Final report cards and TerraNova 3 reports will be mailed after all tuition, Extended Day, and other charges for the school year have been paid in full.

### Student School Supplies

All student school supplies are to be purchased by the parents. Please see the Student Supply List for details.

### Miscellaneous Fees

There is a \$25.00 charge for returned checks. Parents will be billed for book replacements.

*Note: Please do not leave cash in the office if the secretary or bookkeeper is not there to accept it and issue a receipt. Providence Christian School cannot be responsible for cash left in an unattended office.*