

SAINT NICHOLAS SCHOOLS

TUITION, FEES, AND POLICIES

For full information, see the Contract Tuition Rates, the Tuition Contract, and the Payment Plan.

I. ADMISSION FEE: Application Fee: The Application Fee, for new applicants only, is \$100 per student, due with the application. This fee is non-refundable. It gives the student waiting list status.

II. ANNUAL FEE: Registration Payment: The Registration Payment is due for the coming school year to reserve a place. Places will not be held until the payment is paid, and it is not refundable. Registration payment amounts are listed on the Contract Tuition Rate sheet. It is not applied to tuition.

III. TUITION: Tuition, paid in advance, is paid annually, by the term, or by the month. Tuition is not refundable except in the case of the family moving out of the Greater Houston Metropolitan area or the child's medical disability, with documentation. There is no reduction in tuition for holidays or a student's absence.

Tuition Annually: Tuition paid in one annual payment is due May 1st, for attendance from June through May. For the School Year only the annual payment is due July 1st and attendance is September through May.

Tuition by the Term: Tuition paid by the term is due on May 1st (Summer Term), for attendance June through August; and July 1 and December 1 (School Term), for attendance September through May.

Tuition by the Month: Monthly tuition payments are due on the first day of each month for the entire contract period. For the School Year (only) Plan, ten payments are due July through April, for attendance from September through May. For the Summer Plan, three payments are due May through July, for attendance from June through August. For the Year Round Plan, twelve payments are due May through April, for attendance June through May.

Drop-in Attendance: Additional hours or days are available for contracted students, if space allows, in addition to the contracted period. Drop-in is not available for children under Primary age.

Holidays: The school is closed for days listed on the Annual Calendar, published in April.

Camp Days: These holiday and teacher in-service days the school is open, but required classes are not in session. These days are included in your tuition at no extra charge. There may be a charge for out of town trips.

IV. DISCOUNTS AND SCHOLARSHIPS:

Family Discounts: Discounts are given to all siblings enrolled: A 5% discount is given two children, a 10% discount is given for three children, and a 15% discount is given for four children and a 20% discount for more than four attending under contract.

Other Discounts: Term and annual rates and year round attendance include discounts.

Financial Aid: Students in elementary or middle school may qualify for financial aid. Parent User Guides for FAST, financial aid software by Independent School Management, are available in the school office. FAST will soon be available directly from our school website.

Employer Discounts: The schools have an Employer Partnership plan whereby all employees will receive a 10% discount off annual Registration Fees if their employer participates.

Referral Discounts: When new registration forms list a current family as the referral, a credit will be made to the current parent's account for the incoming Tuition Payment amount within two months.

V. PAYMENT METHODS: Payment methods include the following.

- Payment by check taken to the front desk
- Payment by check mailed from your internet bank account

Financing Tuition: By providing a monthly payment plan, the school provides financing.

Statements: These are given to the homeroom teachers or front desk for distribution monthly *approximately on the 1st*. After the end of the calendar year a statement will be given upon request showing all charges for the year for income tax purposes.

Receipts: Parents participating in employee reimbursement plans (cafeteria plans) may use the monthly statement which includes the *tax ID# for childcare provider*.

VI. OTHER FEES:

Instrument Lessons: These are available with lessons as scheduled per week during academic weeks only. Parents register at the Business Office, not with the teacher. Piano is offered now and violin will be offered upon sufficient demand. Make-up lessons are not scheduled if a student is absent.

Tutoring: A small group tutoring Study Skills Program is required for some students. There is a fee, and students have one period per day for most academic days. Parents will be notified by June 1 if tutoring is required for students entering pre-kindergarten through grade nine. Make-up classes are not scheduled.

Summer Camp: Summer Camp is recommended for all students for projects, field trips, and advanced work. Summer Camp is required for some students, and parents will be notified by June 1.

Clinic (TLC Classroom): The Clinic is open by appointment. The school attempts to contact parents immediately in the case of injury or illness. Charges are made for use of the clinic beyond one hour and no other notice will be given for this charge.

Late pick-up: There is a late fee of \$15 for student's remaining after the scheduled time. Students *leaving the building* more than ten minutes later than scheduled will be charged. Staff scheduling is dependent upon students leaving the building promptly at scheduled times. There is an additional minimum charge of \$15, or \$1 per minute *after closing time of 6:00 p.m.*

Early drop-off: When students are left for more than ten minutes early, the charge is the *same as for late pick-up*.

Returned check fee: There is a fee charged for each returned check. The fee and balance are due immediately.

Damage to Property: Damage by the child to school property or property of others is the responsibility of the parent, and will be billed accordingly.

Book Damage Fee: The replacement cost of any book or material used by the student will be charged at the end of the year if the condition of the book or material is not suitable for re-issue. The book or material then belongs to the student.

VII. CONTRACTS AND PAYMENT PLANS: After the Tuition Contract has been received by the Business Office, a Payment Plan will be prepared. Please make an appointment with the Business Office to sign your payment plan to complete registration. Parents will receive a signed copy of each.

Canceling Contracts:

- The Registration payment is not refundable in any case.
- Parents may cancel a Tuition Contract without penalty on or before April 1 by making written request.
- On or before June 1 a contract may be cancelled by making written request and paying a penalty of 20% of the contract amount.

- On or before July 1 a contract may be cancelled by making written request and paying a penalty of 30% of the contract amount.
- On or before August 1 a contract may be cancelled by making written request and paying a penalty of 40% of the contract amount.
- After August 1st the full charge for the contract period will be due.

Changing Attendance times: Parents may, before the first of any month, make arrangements with the Business Office to change days and hours of attendance if the change is consistent with the age group, with corresponding changes in charges.

VIII. PAST DUE ACCOUNTS:

On the 6th of the month a late charge of 10% of the current balance is charged to the account. Accounts must be clear by the 5th of the month to avoid late payment fees. Parents will be asked to withdraw students when the entire account balance has not been paid by the *fifteenth of the month*.

In the case of changes in family circumstances, a change in attendance or a payment plan may be arranged. Call the Business Office early to make changes in a timely manner so your child's attendance will not have to be interrupted.

Upon withdrawal from school the full balance of the contract period is due. If not paid in full, parents will be charged a monthly fee and reports will be made monthly to the credit bureau. If the school takes action for collection of school fees the parent will be responsible for costs of collection including legal fees.

IX. WITHDRAWAL AND TRANSFER OUT: The school to which the student is transferring will be sent records. Parents may request an additional copy. There is a copy fee for more than one request in a calendar year. Records will not be copied or released if there is an outstanding balance. Report cards will also be withheld if there is an outstanding balance.

X. SCHOOL REQUIREMENTS: In order to retain a place in school or to be eligible to re-register, students must meet the requirements of the school.

Requirements include the following:

- Good attendance with no unexcused absence
- Punctuality to class routinely by 8:00 am (Infant class excepted)
- Passing grades greater than 70 in every subject
- Correct and neat uniform and personal appearance
- Participation in academic, fine arts, and sports competitions when requested by the school
- Participation in all religious services
- Participation in any special scheduled events such as Evensongs, concerts, or sports events
- Participation in any student program activity requested by the school
- At least a B average in Conduct