



Crescent Academy International

TUITION POLICY

Tuition & Fee Rates:

1. **Tuition:** The tuition fees for the 2010-11 school year are as follows:
 - 1st child: \$5,150
 - 2nd child: \$4,650
 - 3rd child: \$3,500
 - Each additional child: \$3,150
 - Add \$1300/child for students entering Montessori (pre-Kindergarten).
2. **Supplies:** Books & supplies: Montessori students \$200 each
Books & supplies: Kg-8th grade \$300 each
3. **Application:** An application fee of \$50 is applied for all new applicants.
4. **FR Support Fee:** \$300 per family per year
5. **Volunteer Service Fee:** all parents are required to volunteer 10 hours of service to the school each year. If you wish not to complete the required service hours a fee of \$100 will be added to your account. Note: The Service Fee will be applied in January towards your account.
5. **Uniforms:** Uniforms must be purchased directly from Schoolbelles Uniform Co.

Payment Schedules:

Tuition fees must be paid according to one of the following payment plans:

- **Plan A: Lump Sum** - payment of one tenth due April 1st (this is to secure your child's space in the class. This is non-refundable). Remaining fees are due by the first day of school.
- **Plan B: Semester Plan** - payment of one half of the total fees due by April 1st (one tenth of the total tuition is to secure your child's space in the class. This is non-refundable). The second payment due by the first day of school.
- **Plan C: *Monthly Plan** - payment of one tenth of the total fees due by April 1st (this is to secure your child's space in the class. This is non-refundable). All remaining payments are due the first day of each month from May 1st to January 1st.

****Plan C requires that payments be made through the school's Automatic Tuition Payment Program. The number of payments is subject to change according to the enrollment date. (ex. if enrolled in July tuition will be divided into 7 payments, if enrolled in August tuition is divided into six payments etc...)***

Families having difficulty making payments according to the above payment plans must contact the school enrollment administrator to discuss alternate arrangements before April 1st.

(over)

Method of Payment:

Payments are to be made by check, money order or direct deposit to Crescent Academy International. Cash payments are discouraged. Payments must be sent to the school Office during regular office hours.

Checks returned by the bank due to insufficient funds (NSF), account closed, etc. are expected to be replaced as soon as possible. Failure to replace returned checks within five (5) working days will result in a \$30 service charge and all remaining payments for the year will be required by money order or cashier's check.

Late and Delinquent Payments:

In the event that tuition payments are not made on time, a notice will be sent to the parent or guardian. If payment is not made or specific arrangements for payment are not provided in writing within seven (7) days, a student may be excluded from classes and all report cards and other school records will be withheld.

Financial Aid:

The school currently has a limited financial aid program to ensure that a limited number of deserving students whose families have demonstrated financial need will be able to attend the school. Families are required to apply for aid from other available scholarship programs before school aid will be considered. Contact our office for further information.

Families needing to apply for financial aid should submit the Financial Aid Application along with their most recent IRS 1040 Form for consideration by the school's Financial Aid Committee no later than April 1st.

Refunds:

If a student is enrolled in the school after the first fifteen (15) days, parents are obligated to pay the tuition fee in full, notwithstanding the subsequent absence, withdrawal or dismissal from the school. Students withdrawn before the first fifteen days, parents are obligated to pay one tenth of the total tuition.

Crescent Academy Tuition Policy in a Nutshell

1. A non-refundable tuition deposit of one tenth of the total tuition is required each year to hold a place in class, not withstanding the subsequent absence, withdrawal or dismissal from the school.
2. Parents are required to sign a Tuition Contract making them legally responsible for a full year's tuition.
3. No deduction or remission of tuition is allowed for absence, withdrawal or dismissal after the first fifteen calendar days of school.
4. Parents paying by the month are required to enroll in a tuition payment service or direct deposit.
5. A \$25 late fee is charged when payments are more than ten days late.
6. All accounts must be paid in full before February 1st, otherwise students will not be allowed to take final exams and the student's records will be held.
7. Accounts must be paid in full before enrollment for the next year will be accepted.
8. If an account remains delinquent at the end of the school year, the account will be reported to TRW, a national credit-reporting bureau.