

Tuition, Fee & Payment Policies 2011-2012



ENROLLMENT FEES

New Family	\$250	
Re-enrollment	\$200	February 23 through March 31, 2011; \$225 after March 31

<u>TUITION:</u>	<u>1st Child</u>	<u>Monthly Pay*</u>	<u>Additional Child</u>	<u>Monthly Pay*</u>
Toddler Full-Day	\$5870	\$587	\$5000	\$500
Toddler Half-Day	\$4180	\$418	\$3550	\$355
Preprimary Full-Day	\$5710	\$571	\$4850	\$485
Preprimary Half-Day	\$3710	\$371	\$3150	\$315
Elementary Grades 1-5	\$5300	\$530	\$4120	\$412

***Monthly Pay is based on 10 months; August through May**

The first child rate applies to the oldest child in a family. Additional child rate applies to younger siblings.

Tuition includes the FACTS yearly processing fee, instructional materials and technology fees.

We encourage you to use the SJA Scrip program to help reduce your tuition costs.

Tuition payments account for only 60% of the cost to educate your child.

Full Day Sessions: Elementary: 8:00-3:15 pm Preprimary/Toddler: 8:15-3:15 pm

NOTE: Half Day Preprimary sessions are: 8:15 am-11:15 am OR 12:15-3:15 pm

Half Day Toddler session is only in the AM: 8:15-11:15am

TUITION PAYMENT

Tuition must be paid using one of the following payment options:

- *Enrollment in the FACTS Company:*
Monthly or semi-annual payments will be charged beginning in August
- *Full Year Payment to SJA:* by August 15; \$100 discount for payment in full
Requires enrollment in the FACTS Company Ancillary Plan

Before a child may attend any program, we must receive a confirmation of your FACTS enrollment and/or the first tuition payment.

SCRIP – A WAY FOR EVERY FAMILY TO LOWER THEIR TUITION OR HELP OTHER FAMILIES

SJA Scrip is a parent-run tuition reduction program that involves purchasing gift cards (scrip) to pay for everyday shopping at participating businesses. A percentage of each gift card bought is credited (on a quarterly basis) to your tuition account, the tuition accounts of another family you designate, or the SJA general scholarship fund. Friends and family can also sign up. Contact the Scrip Office at 263-4898 x24 or www.SJASchool.org for enrollment information; you can sign up as soon as you enroll your child.

FINANCIAL AID

Financial awards are made on a first-come, first-serve basis. We try to assist as many families as possible. Applications for financial aid are available through FACTS and can be accessed on-line at www.FactsTuitionAid.com. There is a \$20 non-refundable fee required by FACTS to process your application. You will need copies of your most recent tax forms, W-2 forms for you and your spouse and any records of income from social security, welfare, child support, food stamps or worker's compensation. If you have questions about the application, contact a FACTS Customer Care Representative at 1-866-315-9262.

Note: Financial Aid forms for families re-enrolling in SJA are due no later than April 29, 2011.

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2011-2012 continued

BEFORE AND AFTER SCHOOL CARE

7:00-8:15 A.M. and 3:15-6:00 P.M. (for enrolled students only)

<u>Rates</u>	Toddler (18 months to 3 years)	\$4.75 per hour per child
	3 years old through 5 th grade	\$4.00 per hour per child
	Family rate	\$7.75 per hour

A late pickup fee of **\$5.00** will be charged **per 5 minutes**, or any part thereof, for **each** child picked up after 6:00 p.m. Families will be billed an hourly rate for the services provided. These charges will appear on the FACTS Billing Statement each month.

Parents will receive their child's ID number to use in signing in and out on the computer. **It is the parent's (or designated adult's) responsibility to sign children into Before School Care and out of After School Care, not the staff's responsibility. Children are not allowed to use the computer for signing in or out.** If a parent or designated adult does not sign a child in/out on the computer, the family will be charged for the full session of Before or After School Care for that child for that day.

RETURNED CHECKS

A fee of \$30.00 will be charged for all returned checks for non-sufficient funds. Cash, certified checks, or money orders will be required from families who have two or more returned checks.

PAST DUE BALANCES

All past due tuition and childcare balances are subject to a past due charge of 1.5% of the outstanding balance until accounts are paid in full. *If the outstanding balance becomes sixty days past due, your child may need to be withdrawn from school.* If the outstanding balance becomes ninety days past due, legal action will be taken to collect the balance due. Additional charges will include legal fees and court fees.

ENROLLMENT/RE-ENROLLMENT AND WAITING LIST

All enrollment forms, including the signed Financial Commitment and enrollment fee, must be completed in full and turned in to the school office in order for the child(ren) to be enrolled. The enrollment fee is non-refundable and is not applicable to tuition. If a program is full at the time of your enrollment, you will be given the option of paying the enrollment fee to be placed on a waiting list, or you may try to enroll at a later date. **Families with a past due balance will not be accepted for re-enrollment.**

WITHDRAWAL DURING THE SCHOOL YEAR

Two weeks' notice is required. Without two weeks notification, the final tuition statement will be charged two additional weeks. Upon withdrawal from school, the family account must be paid in full before student records will be transferred to another school.

REFUND POLICY

All paid tuition fees are non-refundable.

QUESTIONS

Please contact the Business Office at 517-263-4898, ext.14 if you have any questions.