

# Elementary Tuition Fees & Terms

Student's Name \_\_\_\_\_

## Fees and Terms:

School Year 2023-2024

### Basic Information: \_\_\_\_\_ (parent please initial)

Elementary tuition at Greentree Christian School is an annual tuition and consists of a yearly registration fee, nine monthly tuition fees and a yearly activity fee and book. The registration fee is due when the application is submitted.

- Christmas and Easter vacations have been factored in.
- Students attend school from September through May.
- The annual tuition has been divided into nine equal payments.
- Your first payment is collected in advance and is due on or before June 1, 2023. This payment will be applied to your account and used as a final monthly payment.
- Should you need to withdraw your child before school starts, you must submit written notification to the school office before **July 1, 2023** in order to receive a refund of your advance tuition.
- If payment is not received by July 1, 2023 for your May 1, 2024 invoice, your child's spot will be forfeited for the 2023-2024 school year.

### Activity Fee/Book Fee:

**\$150.00 per student**

The yearly activity fee will cover the cost of all monthly fieldtrips (if we are able to explore off campus). Each child will be provided a short sleeve Greentree shirt to wear on some fieldtrips, school outings, and PE days. The activity/book fee includes the class picture and school yearbook as well as individual curriculum supplies, books, and subscription fees. The activity/book fee is non-refundable and due with first tuition payment; individual school pictures are not part of tuition/activity fee. The school will contract a photographer with fees being the responsibility of those parents who purchase pictures.

### Registration Fee:

**\$150.00 per student**

Registration fees are non-refundable. The registration fee covers the purchase of individual curriculum supplies, books and journals and is due at the time of registration.

### Monthly Tuition Fees:

**\$700.00 a month**

Greentree issues and emails a tuition invoice in May, with payment due upon receipt of invoice for the first tuition payment, Due by June 1, 2023. In addition, an invoice is emailed in August with payment due September 1, 2023 for September tuition. Subsequently, you will receive an email for the months of October through April. Monthly tuition is due **the first day of each month**.

After the initial tuition payment #1 is made in June 2023, direct payments can be set up with your personal bank to be paid and mailed to Greentree for tuition payments #2—#9 for payments due September 2023 through April 2024.

# Fees and Terms Conditions

1. Tuition payments:

- A. Please make checks payable to Greentree Christian School.
- B. There is a \$25.00 charge for returned checks.
- C. Tuition is due the first (1<sup>st</sup>) of each month. There will be a \$25.00 late fee added to tuition if not received by the tenth (10<sup>th</sup>) of each month.
- D. Payments may be mailed, arrangements can be made for your bank to draft a check directly to the preschool on the first of the month, or payments can be dropped off in the green mailbox by the school office. Please do not send payments in your child's backpack.

2. Late Pickup Fee: If your child is habitually picked up late, after the first ten minutes there will be a \$5.00 charge and \$1.00 per minute for every additional minute. This applies to all programs. The teachers and director will determine if there is habitual problem.

3. Sibling Discount: There will be a tuition discount when more than one child from a family is enrolled in our program. A 10% discount will be given on the lowest tuition rate.

4. Withdrawal Policy (during the school year – September 1-June 1): \_\_\_\_\_ (parent please initial)
- A. To withdraw a student from the program, during the school year, a parent/guardian must give a **30 day written notification** to receive a refund of your advanced tuition payment.
  - B. We cannot give tuition refunds or credits for days your child is absent or partial month enrollment.

5. We cannot waive payment for absences due to extended vacations.

6. Parents are responsible for all bills and late fees regardless of who is responsible for picking up your child.

7. Any student whose tuition payment is over 30 days late may be considered for withdrawal.

**I am aware that my child cannot begin fall classes until:** \_\_\_\_\_ (parent please initial)

- he/she is toilet trained and able to attend to their toileting needs
- my child has a current shot record on file
- my child's birth certificate (original or notarized copy) or passport has been shown to the Director or Assistant Director (please be aware that if your child does not have a birth certificate, it may take 6 to 8 weeks to obtain one)
- any outstanding balance on my account is paid in full
- he/she is fully vaccinated

Greentree reserves the right to cancel a class offering, prior to the start of the school year, if enrollment is not adequate to cover the cost of the teachers.

**I have read and I accept the above Fees and Terms of Greentree Christian School.**

Student's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINT NAME \_\_\_\_\_ (parent/guardian)