

ST. PAUL LUTHERAN SCHOOL
POLICY FOR ALL TUITION ACCOUNTS

PAYABLE TO: St. Paul Lutheran School
402 S. Ballenger Hwy.
Flint, MI 48532

TUITION CHARGED Tuition for 2015-2016 is \$4100 for one child. St. Paul Lutheran Church Members will receive a \$600 discount with an expectation of ongoing congregational support.

PAYMENT OPTIONS

- A. **Full Payment.** Under this plan the entire amount of tuition is paid on or before **August 15th**. A 3% tuition reduction would be applied to the total tuition cost if no other discounts are received. **This payment is made directly to the school office by cash or check.**
- B. **Semi-Annual Payment.** Under this plan half of the tuition amount is paid on or before **August 15th** and half on **February 15th**. These payments are made directly to the school office by cash or check. A 3% tuition reduction would be applied to the total tuition cost if no other discounts are received.
- C. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period **beginning in AUGUST and continuing through MAY**. This is done through the FACTS Tuition Management Plan which is an automatic payment plan made through a checking or statement savings account. Families choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month.
- D. **Education Fees.** St. Paul will **collect all education fees by August 1st**. The August deadline is important so supplies and books can be reserved for your child. **Please note that all Education Fees must be paid in full before students will be admitted to class in September.**
- E. **Registration Fees.** The required registration fee of \$60 per family is due at the registration meeting in March. The fee is \$100 after April ^{1st}. This fee insures that the student's class placement will be held.

LATE CHARGES

Monthly Payments. School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS Management, an additional assessment of \$25.00 from St. Paul, and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two additional times.

Annual or Semi-Annual Families will be assessed a \$25 fee for delinquent payments. After a five day "grace period" (August 20th or February 20th), the parents will be notified that an alternative payment plan must be arranged through FACTS Management. **Student(s) will remain out of class until the next month's tuition is paid at the school office and a new payment plan is established through FACTS.**

RETURNED CHECKS

A \$25 service fee will be charged on all returned checks . We do not redeposit returned checks. Replacement must be made with CASH or MONEY ORDERS. After the SECOND returned check per account, only CASH PAYMENTS WILL BE ACCEPTED.

BOARD POLICY

"AFTER THE SECOND UNSUCCESSFUL ATTEMPT TO COLLECT A MONTHLY TUITION PAYMENT THROUGH FACTS MANAGEMENT, THE PARENT(S) WILL BE NOTIFIED AND THE STUDENT(S) WILL REMAIN OUT OF CLASS UNTIL THE ACCOUNT IS MADE CURRENT."

PAST DUE All past-due 2014-2015 tuition and fees must be paid in full before re-admission for the new school year.

INQUIRIES All inquiries regarding tuition should be directed to the School Tuition Board or the School Office.

