

# Providence Christian School

## Financial Procedures (2018-2019)

There is an annual registration fee per student. A registration deposit of \$300 per student is required at the time of submitting the re-enrollment application. ***The remainder of the balance of the registration fee will be billed on August 1, 2018 and due by August 10, 2018.*** If submitting an application after August 1<sup>st</sup>, the registration fee must be paid in its entirety.

**All outstanding balances from the prior school year and the upcoming school year registration fee must be paid in full before your child can begin the school year.**

### Registration Fees

The registration fee includes: placement assessment, curriculum, annual testing, administrative, and facility fees. The registration deposit fee of \$300.00 is nonrefundable.

*Once school begins, the entire registration fee is nonrefundable.*

### Tuition Billing

There are two methods of tuition payment:

- *Annual tuition paid-in-full:* *Payment-in-full must be made to Providence Christian School by September 10, 2018.*
- *Monthly payments through Smart Tuition Service:* *Smart Tuition takes the annual amount, and divides it into 10 installments, with the final payment in June. Payments may be made monthly via: invoice, automatic deduction from checking or savings account or automatic charge to credit card (American Express, Discover, MasterCard, and Visa). All credit cards will include a convenience fee.*

Any student entering (or exiting) Providence Christian School other than the first day of school (or the last day of school), will have a prorated annual tuition to reflect the number of days the student actually attended. No records will be released until tuition is paid in full.

### Delinquent Accounts

There is a 9 day grace period for late payments. On the 10<sup>th</sup> day, a **\$65.00 late fee** is charged. If this payment schedule is not followed or if payments become delinquent, you will be scheduled to meet with the Providence Christian School Board to discuss continued enrollment. The tuition account (including Extended Day and Spanish fees) must be paid in full before the student(s) may return to the school.

### Report Cards and Assessment Reports

Final report cards and assessment reports will be mailed after all tuition, Extended Day, and other charges for the school year have been paid in full.

### Student School Supplies

All student school supplies are to be purchased by the parents. Please refer to the *Student Supply List* on the school website ([www.providence-christian.org](http://www.providence-christian.org)) for details.

### Miscellaneous Fees

There is a \$25.00 charge for returned checks. Parents will be billed for book replacements.

**Note:** *Please do not leave cash in the office if the secretary or bookkeeper is not there to accept it and issue a receipt. Providence Christian School cannot be responsible for cash left in an unattended office.*