

**St. Paul's Episcopal School
Tuition and Fee Statement**

Please take a few minutes to familiarize yourself with the tuition and fee policies as changes are made periodically. This will help you to avoid additional fees during the school year.

Registration & Supply Fees: (due at time of registration)

Fall Semester - \$125.00

Summer Semester - \$60.00

Both Semesters - \$160.00

Monthly Tuition Fees:

	8:00 - 6:00	8:00 - 3:00	8:00 - 11:30
5 Days (M-F)	446.00 *	355.00 **	305.00 **
3 Days (M/W/F)	355.00 **	275.00 **	240.00 **
2 Days (T/Thurs)	271.00 **	210.00 **	183.00 **

*** Full Time Students:** This fee includes all dates marked on the school calendar as extended care days. **Full time students are classified as those who pay \$446.00 per month.**

**** Part Time Students:** All dates marked on the calendar as extended care days **are not** included in the monthly tuition fee. **Reservations may be made based upon space availability for an additional charge.**

School Age Care: Care is offered for school age children at a cost of \$200.00 per month during the regular school year. St. Paul's **does not** provide transportation to and from your child's public school. You are responsible for providing transportation. During the summer months, regular tuition rates apply to school age students. School Age children are considered as part time students and extended care days **are not** included in the monthly tuition fee. **Reservations may be made for an additional charge.**

Monthly Tuition Payments:

Tuition payments are due on or before the first of each month. **ANY PAYMENT RECEIVED MORE THAN ONE (1) BUSINESS DAY AFTER THE DUE DATE WILL BE CONSIDERED LATE. On the second day, a late fee of \$25.00 will be assessed on any unpaid balance. A \$8.00 late fee will be added for each additional business day that tuition goes unpaid. If tuition is not received within five (5) business**

days, your child may be prohibited from attending school until all tuition and late fees are paid. Please note that tuition fees are due whether your child is in attendance or not regardless of the reason. All tuition and fees may be paid by personal check, money order and cash. The office does not keep a large amount of cash on hand and may be unable to make change. Your account can be credited if change is not available. In order to avoid this problem, please bring the exact amount. **Families have the option of splitting tuition payments into two equal payments due on or before the 1st and 15th of each month. All late payment fees will apply as stated.**

Refund Policy:

ALL PAID TUITION AND FEES ARE NON-REFUNDABLE. The only exception is for early registration fees for the following school year. These fees may be refunded by submitting a written request to the School Administrator no later than June 30th.

Returned Check Fee:

A \$25.00 fee will be assessed on any check that is returned from the bank for nonsufficient funds.

Late Pick Up Fees:

11:30 and 3:00 pick up: A 5 minute grace period is given if your child cannot be picked up by the stated time. After 5 minutes, a \$12.00 late fee will be assessed. You will also be charged the hourly drop in rate of \$10.00 while your child is in attendance.

6:00 pick up: All children **MUST** be picked up by 6:00 p.m. Late pick up result in added costs for the school, and an inconvenience to the teachers, as they are not scheduled to work past 6:00 p.m. A \$12.00 late fee will be assessed for the first 5 minutes and an additional \$5.00 for every minute thereafter. **WE CANNOT MAKE ANY EXCEPTIONS TO THIS RULE. ALL LATE FEES MUST BE PAID BY THE NEXT SCHOOL DAY IN ORDER FOR YOUR CHILD TO ATTEND THAT DAY.**

Drop-In Extended Care:

Drop-in care must be scheduled in advance by making reservations through the office. Drop-in care is available only if classroom space permits. The cost of drop-in care is \$10.00 per hour per child. There is a \$10.00 minimum charge and care will be rounded to the next full hour. Full day drop-in care is available for \$50 per day.