

PORTAGE COLLABORATIVE MONTESSORI SCHOOL

**TUITION POLICY**

**Payment Options**

In an effort to accommodate out families, PCMS offers three options for tuition payment.

PLAN A: One annual payment for tuition balance due October 1

PLAN B: Two bi-annual payments for half tuition balance due October 1 and February 1

PLAN C: Monthly payments

Monthly invoices are issued on the 15<sup>th</sup> of each month with payment due by the 1<sup>st</sup> of the following month; first payment due September 1

An advanced tuition payment is due June 1<sup>st</sup> that holds the child's enrollment spot over the summer months. This payment is applied toward the total yearly tuition.

It is the responsibility of each school family to keep the PCMS office informed of their need to make changes in their preferred tuition payment plan.

All checks should be made payable to SCESC.

**Delinquent Tuition Accounts**

Monthly payments are due by the 1<sup>st</sup> of each month. Annual payment is due by the 1<sup>st</sup> of October. Bi-annual payments are due by the 1<sup>st</sup> of October and February. Accounts are considered delinquent after the 15<sup>th</sup> day of the month. A 5% late fee will be assessed on all accounts not paid by this date.

Families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) days of the second missed payment will be informed that their child(ren) may not continue to attend PCMS.

Accounts that remain delinquent past 90 days are considered to be in default of the tuition contract and may be turned over to an attorney or collection agency for final resolution. Any expenses incurred as a result of the collection will become the responsibility of the parent/guardian.

A check that is returned by the bank for any reason will result in a fee of \$25 to your account. The charge will appear on the next invoice.

(See other side)

### **Non-Admission of Students Due To Tuition Delinquency**

Families failing to pay tuition according to the agreement that they have made with PCMS or who have been unwilling to make suitable alternative arrangements will be informed that their child(ren) may not be readmitted.

These policies will affect each child in the family. If an out-going student leaves a balance due, the younger sibling will not be admitted to the school until the outgoing student's balance is paid in full.

### **Tuition Refund**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds will be prorated over the number of school days each student was in attendance.