**Financial Policy**

**Application Fee**

This fee is paid at time of completing the application through FACTSmgt.com

New Students $30.00 Application Fee per student

**Enrollment Fee**

This fee is per family, non-refundable, and paid at time of enrollment through FACTSmgt.com. Enrollment will not be considered complete until the enrollment fee is received.

Returning Families $250.00 when enrolled Jan 15-Feb 18

$300.00 when enrolled Feb 19 and after

New Families $300.00 when enrolled Feb 19 and after

**New Family Fee**

There is a onetime $300.00 fee for new families to be applied to the St. John’s Christian Education Foundation capital fund. This fee can be paid at time of enrollment or when making first tuition payment by July 31.

**Tuition**

Tuition payments are made through FACTSmgt.com.

Single Payment Plan Due by July 21

Two Payment Plan 1st Payment due by July 21

2nd Payment due by Nov 21

11 Monthly Payments\*\*\* 1st Payment due by June 21

2nd -11th Payment due by last day of each month

with final payment due by April 21

Monthly payments are REQUIRED to be set up on an auto draft every month (ACH)

**Future Scholar 529 Plans**

Tuition may be paid from a 529 Educational IRA. Correct documentation is the parent’s responsibility.

**Exceptional SC Funding**

St. John’s is a qualified school for the Exceptional SC program. Qualifying a student under this program is the parent’s responsibility. It is also the parent’s responsibility to have all accounts paid to date while waiting on these funds.

**Additional Incidental Fees**

Lunch: This is a pre-paid family account. Payments are made through FACTSmgt.com and to be paid before lunch charges are posted.

Extended Care: These charges are to be paid by 21st of each month.

**Past Due Policy**

* Tuition and Extended Care payments are due no later than the last day of each month. A 10 percent late fee will be added to accounts for any unpaid balances. Any account more than 30 days past due will result in suspention of student until payment is made.
* Lunch services will be suspended on any account that has an outstanding balance of $100.00 or more.
* No records, including report cards, diplomas, and final transcripts will be released until all accounts are paid to date.
* Any unpaid account will be reported to credit agencies.

**Withdrawal**

* Tuition will be pro-rated based on a daily rate for students entering or leaving during the school year. There will be a $500.00 withdrawal fee for students withdrawn during the school year. Tuition will be pro-rated to the last day of the nine weeks in which student is withdrawn.