



# EMERSON WALDORF SCHOOL

## FINANCE OFFICE INFORMATION 2010-2011

**Application Fee:** a \$50.00 non-refundable payment must accompany the application form for each new student.

**Payment of Tuition:** Families may opt to pay tuition through one, two, or twelve payments. All families are required to enroll in the TADS Tuition program.

**Advance Payment:** Families electing to make a single tuition payment will be eligible for a 4% discount if payment in full is received by July 10th. Families electing to make two tuition payments will be eligible for a 2% discount if one half of the total due is received by July 10<sup>th</sup> and the other half is received by December 10<sup>th</sup>.

**Monthly Payments:** Monthly payments are due on the 10<sup>th</sup> of each month beginning in the June before the school year starts. Families enrolling after June 10<sup>th</sup> must remit all missed payments due by time of enrollment.

**Tuition Adjustment:** The School will consider Tuition Adjustment (TA) for families who demonstrate financial need; this adjustment applies to tuition only. It may not be possible, however, to accommodate every family's unique circumstance. Therefore, the School asks parents/guardians to pursue all other sources of income for tuition payments.

**Tuition Remission:** If partial tuition remission has been granted as a discount, that remission is based upon work done by the student's parent(s) or guardian(s) at EWS. If conditions of employment change, the discounted amount may also change and the tuition for the year may be refigured.

**Tuition Levels:** Tuition levels for the 2010-11 school year will be:

	Base Tuition	Single payment – 4% discount	Two payments – 2% discount	Monthly payment amount	
				Reenrolling Students (includes deposit of \$500)	New Students (includes deposit of \$750)
Nursery 4-day	\$5,768	\$5,537	\$5,653	\$439	\$418
Kindergarten	\$8,950	\$8,592	\$8,771	\$701	\$683
Grades 1-4	\$12,731	\$12,222	\$12,476	\$1,019	\$998
Grades 5-8	\$12,916	\$12,399	\$12,658	\$1,035	\$1,014
High School	\$14,468	\$13,889	\$14,179	\$1,164	\$1,143

**Tuition Deposit:** The deposit for families enrolling their children for the first time at EWS is \$750 per child; the deposit for reenrolling families is \$500 per child. The tuition deposit is non-refundable and non-transferable. The deposit will be applied fully towards next year's tuition provided the enrollment agreement, finance office information sheet and deposit are submitted by the reenrollment deadline, February 22, 2010. If the enrollment agreement or deposit is received after the deadline, only half of the deposit will be credited towards next year's tuition. **If a family has a past due balance, the reenrollment agreement and deposit will not be accepted until the account is paid up-to-date.**

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**Sibling Discount:** A discount of 10% is applied against the tuition for the younger siblings, enrolled in Grades 1-12, of children enrolled in Grade 1 or higher. The sibling discount does not apply to children enrolled in the Nursery or Kindergarten programs.

**Late Fees:** Accounts for which a payment is received 5 business days past due are assessed a \$29 late fee by TADS. Parents/guardians having difficulty paying tuition or other fees should contact the Finance Director to make alternate arrangements. Also see the *EWS Arrears Policy*.

**Facilities Maintenance Fee:** All families are required to pay a one-time \$1,300 Facilities Maintenance Fee for each new student enrolled. We encourage families to pay the Facilities Maintenance Fee in full at the time of enrollment. New students enrolling in the Early Childhood program have the option to make a smaller deposit towards their Facilities Maintenance Fee (\$200 for Nursery, \$300 for Kindergarten) rather than pay the entire fee immediately. For complete details, families of new students should refer to the *Facilities Maintenance Fee Description and Agreement*.

**Parent Organization Dues:** An annual fee of \$35 for Parent Organization (P.O.) dues will be added to each family's first TADS invoice.

**Returned Check Fee:** There is a \$35 charge for all checks made directly to EWS that are returned. This fee is subject to change without notice. For checks made directly to TADS please see their policy on returned payments.

**Other Fees:** In addition to tuition, Facilities Maintenance Fees and P.O. dues, there are a number of additional fees for which a family may be responsible. These include the Early Childhood After Care and Extended Care Programs and Grades After School programs, sports, field trips, books, music, etc. These fees are part of your account balance and therefore subject to the Arrears Policy as well.

Families are responsible for the replacement cost of any supplies, materials, facilities, or equipment that the student breaks, damages, or wastes.

**Proof of Payment:** Parents are liable for proof of payment. Acceptable forms of proof include canceled checks, money order traces from the issuing agency, credit card statements, and School receipts (issued upon request for cash only). In matters of dispute, lack of proof of payment will be construed as non-payment.

**Withdrawal of an Enrolled Child:** Intention to withdraw a child from the Emerson Waldorf School must be made in writing to the Administrator and must state the reasons and anticipated actual date of withdrawal. The withdrawal will be effective as of the date of receipt of the letter or the last day of attendance, whichever is later.

The first one-fourth of the tuition is non-refundable and shall be applied to the FINAL one-fourth of tuition due. In the event a student is withdrawn or dismissed from the School, the financial liability under this contract will be determined as follows: Tuition due at withdrawal will be calculated by adding the prorated tuition amount for the number of days actually attended to the non-refundable portion of the tuition (one-fourth of total tuition) and the non-refundable enrollment deposit (\$500 per child/ \$750 per new child). Any refund of full tuition paid will be determined by subtracting this calculated tuition due from the total tuition paid.

**Arrears:** No transcripts, year-end reports, scholastic records, diplomas, or letters of academic reference will be issued until all bills are paid in full. A student will not be permitted to enter or continue in school if his or her tuition and fees are in arrears more than seventy-five (75) days. A student will not be permitted to reenroll until his or her account is paid up-to-date. Families are required to pay attorneys' or other fees incurred by the School in the collection of amounts due. Please also refer to the EWS Arrears Policy.