



EMERSON WALDORF SCHOOL

FINANCE OFFICE INFORMATION 2012-2013

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 complete their Tuition Management Agreement through TADS before their child can attend school.

Advance Payment: Families electing to make a single tuition payment will be eligible for a 2% discount if payment in full is received by July 15th. Families electing to make two tuition payments will be eligible for a 1% discount if one half of the total due is received by July 15th and the other half is received by December 15th.

Monthly Payments: Monthly payments are due on the 15th of each month beginning in the June before the school year starts. Returning families enrolling after June 15th must remit all missed payments due by time of enrollment. Tuition for new families enrolling after June 15th will be prorated.

Tuition Adjustment: The School will consider Tuition Adjustment (TA) for families who demonstrate financial need; this discount 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. Your financial aid process must be finalized, and Tuition Management Agreement completed on TADS, before your child can attend school.

Tuition Levels: Tuition levels for the 2012-13 school year will be:

Nursery 4-day (half day)	\$5,800
Nursery 4-day (full day)*	\$7,828
Kindergarten (half day)	\$8,990
Kindergarten (full day)*	\$11,525
Kindergarten (full day-5PM)*	\$14,060
Grades 1-5	\$13,493
Grades 6-8	\$13,802
High School	\$15,347

* The cost of full day nursery and kindergarten includes half day tuition plus the After Care program fee for all five afternoons. If you would like your child to attend the program for fewer afternoons, please see the After Care program enrollment form to make your choices.

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 and deposit are submitted by the re-enrollment deadline, January 31, 2012. 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 re-enrollment agreement and deposit will not be accepted until the account is paid up-to-date.**

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 students enrolled in the Nursery or Kindergarten programs, or those receiving tuition assistance.

Late Fees: Accounts for which a payment is received five business days past due are assessed a \$29 late fee by TADS. When a payment is thirty days past due, a finance charge, equal to 5% of the total arrears, will be added. 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 lessons, 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: After June 1st, tuition due at withdrawal will be calculated by adding the prorated tuition amount for any 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 sixty (60) days. A student will not be permitted to re-enroll 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*.