

Tuition Payment Policies 2018-2019

Dear Parent/Guardian:

The following policies were enacted by the Roger Bacon High School Board of Trustees at their regularly scheduled meeting on February 12, 2004. These policies as amended and added are effective as of June 1, 2004. Some of the policies have been in existence for several years, but this list is a more thorough listing of the relationship of tuition payment with extra-curricular eligibility and the processes for payment of tuition. Make sure that you read and understand these policies. At the end please sign and date the last page and return with the payment option form. If you have questions, please call me at 641-1300.

Sincerely,
Michael Engel
Business Manager

Extra curricular eligibility relative to tuition

A student who is participating in an extracurricular activity becomes ineligible to participate when his/her tuition becomes delinquent by 18% of the total tuition. The 18% is calculated based on the original parental/guardian tuition liability once all allowances are deducted and all fees assessed. Participation may not re-commence until all tuition and fees are made current which means that there is no past due tuition or fees.

All prior year tuition must be paid in full by June 1st in order for the student to be eligible to attend or participate in summer camps, conditioning and practices of any kind.

Students will be made aware of impending ineligibility through notification via a warning list that will be part of the current ineligibility list. This would require the athletic director and/or their coach or moderator to notify the student.

Payment policies

- 1) The registration fee is \$300 all of which is nonrefundable. It is due January 24, 2018. After February 16th, the registration fee is \$400,
- 2) Any student who has not registered by February 16, will be re-admitted on a first-come basis. We anticipate closing classes and priority registration ends February 16th.
- 3) Families who indicate that they will prepay the entire tuition or any portion of tuition will receive a bill in June. All prepayments are due July 20th.
- 4) Students whose tuition accounts are 18% or more in arrears may not participate in any extra-curricular activity (see above).
- 5) Students whose tuition accounts are 45% or more in arrears can be excluded from school at any time. They will not be re-admitted until the amount that is delinquent is reduced to less than 18%.
- 6) Students with delinquent accounts at the end of the first semester will not be permitted to begin the second semester.
- 7) All prior year tuition must be paid in full before a student will be promoted to the next grade.
- 8) Payments in either paper or electronic check format returned to Roger Bacon by the payer's bank will incur an additional \$32 NSF (non-sufficient funds) charge for each returned item.
- 9) Roger Bacon High School reserves the right to refuse parental/guardian participation in any of the three payment plans due to delinquent payment history.
- 10) Roger Bacon High School reserves the right to demand payment be made in the form of cash, money order, or cashier's check.
- 11) Roger Bacon High School will not permit participation in graduation nor issue final report cards, transcripts, or a diploma until all financial obligations are met.
- 12) The party responsible for the payment of tuition must sign a Tuition Payment Preference Form which obligates the payer indicating acceptance of all tuition and fee responsibilities.
- 13) Tuition is assessed on a semester basis. Once a student begins a semester, in attendance at least one day during the semester in question, the party responsible for the payment of tuition is obligated to pay the tuition for that semester in its entirety. There will be no tuition refunds for any reason including dismissal/expulsion from Roger Bacon High School.
- 14) If a student wishes to withdraw from Roger Bacon an official withdrawal form must be completed and returned to the business office.

H.L.T.M. Electronic Funds Transfer Rules/Fees

- 1) H.L.T.M. Services has contracted with Roger Bacon High School to act as its agent for the collection of tuition and/or fees from parents/guardians who elect to send their children to Roger Bacon High School. The responsible party accepts and agrees to be bound by the terms and conditions contained herein until the total amount owed is paid in full. Additionally the responsible party authorizes H.L.T.M. to initiate debit entries to the account listed or any subsequent account provided and to debit the same to such account. This agreement will terminate when the total balance due (including, at the option of H.L.T.M. Services, fees payable to H.L.T.M. Services) has been paid and reenrollment information is not received for the next academic year.
- 2) H.L.T.M. Services performs Electronic Funds Transfers (herein referred to as EFT's) only on the 5th or the 20th day of each calendar month or the next business day if either the 5th or the 20th falls on a weekend or bank holiday.
- 3) EFT's may be cancelled by the responsible party. Such cancellation must be initiated at least 4 business days before the payment date. H.L.T.M. Services and Roger Bacon High School reserve the right to assess a fee for this courtesy if it is misused.
- 4) EFT activity which is rejected by the bank, is refused due to an inactive or closed account, or if a stop payment is initiated by the payer then such will result in an automatic EFT fee deduction of \$32 from the payer's account if the account is active and legitimate or applied to the total balance due with payment to be made directly to Roger Bacon High School if the account is inactive.
- 5) If the Automatic Bank Payment date falls on a weekend or a banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day. Although H.L.T.M. Services specifies the date each payment will occur, it is the responsible party's financial institution that determines the time of day the payment is debited to the account.
- 6) Notice of Privacy Statement: It is the policy of H.L.T.M. Services and Roger Bacon High School to protect all information provided to us by all participants in the H.L.T.M. Services payment plan. To protect the information from access by unauthorized parties, H.L.T.M. Services maintains physical, procedural, and electronic safeguards.

Dear Parent/Guardian:

As you review your tuition payment options for the 2018-2019 school year, please take a moment and read the above tuition policies and then sign and date this sheet and return it with the tuition payment preference form. If you have not yet paid the \$300 registration fee for next year, be aware of the fact that it is due by February 2, 2018. If you have any questions do not hesitate to call the business office at 641-1300.

I have read and fully understand the tuition, extra curricular eligibility, and payment policies as they are outlined above. I accept responsibility for the payment of tuition.

Student Name _____

Payer signature

Date