



Good Shepherd Lutheran Church and School

99 CENTRAL PARK ROAD, PLAINVIEW, NEW YORK 11803 (516) 349-1966

Payment Policy

Good Shepherd Lutheran Church and School is committed to providing for the needs of all the children in our care. The timely payment of tuition and fees is necessary for our programs to operate. We make every effort to keep tuition and fees at a reasonable level and are appreciative of your cooperation. The regulations regarding the payment of tuition have been established by the School Board and Congregation Council and apply to all students. All families must select a payment plan, sign, and return the attached Payment Agreement immediately.

Please do not return this page with your agreement; it is yours to keep for future reference.
Please note the following terms regarding Tuition and Before-After Care Payments.

1. Tuition payments are due by the first day of the month in which they are due. School program tuition is paid as per your selected payment plan; 1-Payment (7/15), 2-Payment (7/15 & 1/1), 8-Payment (7/15, 9/1, 10/1, 11/1, 1/1, 2/1, 3/1, & 4/1). All infant daycare and extended care program payments are due on the 1st of each month; a last month's deposit is also required for these daycare/extended programs.
2. Before-After Care is billed separately at the close of each month. Payment is due on the 10th of the following month and should be made online using the ProCare system or should be dropped off in the office by the 10th of the month.
3. Should a tuition and/or before-after care payment not be received by the 10th of the month in which the payment is due, a late fee will be assessed to each as applicable. The late fee is \$25 or 5% of the payment due, whichever is greater. When the 10th falls on a non-school day (i.e.: weekend, holiday, snow day) payment is due the NEXT day school is in session, **whether your child is scheduled to attend that day or not**. An additional late fee will be assessed each subsequent month in which the payment is not received by the 10th. **If you are placing a payment in a child's tote bag, please alert the teacher, so that the payment is received in a timely fashion.**
4. Tuition and Before-After Care payments may be combined, but must be clearly delineated, so the correct account is credited.
5. If payment is made in cash, **the exact amount is required**; you will get a receipt signed by school personnel.
6. Should any payment fall 60 days or more into arrears, your child may not be permitted to attend class.
7. Any student with an overdue account balance at the end of the school year will not receive a report card. Records for transfer will not be released until payment in full is received.
8. All current and prior outstanding balances must be paid in full before the application and \$150 fee for the following school year will be accepted. The \$140 application fee will be waived for students moving to the next extended care program, e.g. if a student is moving from infant daycare to the extended toddler program, the \$150 application fee is waived.
9. In the event a check is returned to us from the bank, a \$25 fee will be billed. We will not re-deposit the bounced check. If payment is not made within 10 days of notification, a late fee will be assessed.
10. Requests for tuition refunds in the event of emergency withdrawal from the program must be in writing and received prior to withdrawal. No refunds will be made for school closings or vacations. No refund will be made for sickness, except in the event a child misses more than one month of school and the illness is documented by a doctor's note.
11. If tuition payment for the pending school year is not received by July 15th and no response is made to late notices, your child's classroom space will be forfeited.
12. A \$40 Change-of-Program fee will be assessed if a change is made to a different program after the original application is received. This fee may also be assessed if the days of attendance are changed.
13. If any extenuating circumstances arise regarding failure to adhere to the Payment Agreement, please notify the Director as soon as possible.

Revised as of January 2020



Good Shepherd Lutheran Church and School

99 CENTRAL PARK ROAD, PLAINVIEW, NEW YORK 11803 (516) 349-1966

REFUND POLICY

<u>WITHDRAWAL DATE</u>	<u>Non-Refundable AMOUNT</u>
By last business day of June	None (Full tuition refund)
By last business day of August	1/16 of 8 pay plan
By last business day of September	1/8 of 8 pay plan total
By last business day of October	2/8 of 8 pay plan total
By last business day of November	3/8 of 8 pay plan total
By last business day of December	4/8 of 8 pay plan total
By last business day of January	5/8 of 8 pay plan total
By last business day of February	6/8 of 8 pay plan total
By last business day of March	7/8 of 8 pay plan total

As of April 1st no refund will be given.

The penalty amount will be deducted from payments made up to the date of withdrawal.