



# Good Shepherd Lutheran Church and School

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

## **2022-2023 PAYMENT and REFUND 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 program to operate successfully and we appreciate your cooperation in keeping your account current.

The regulations below, regarding the payment of tuition, have been established by the Good Shepherd Lutheran School Board and Congregation Council, and they apply to all students:

1. Tuition payments are due on the 1<sup>st</sup> of every month that a payment is due.
2. All school year programs are payable using either:  
our one time payment plan, due June 1<sup>st</sup> (or due on your date of enrollment if after June 1<sup>st</sup>)  
OR payable using our monthly payment plan (10 months) due on the 1<sup>st</sup> of June, September, October, November, December, January, February, March, April and May.
3. All infant care and extended care programs are payable on the 1<sup>st</sup> of each month (12 months). Additionally, last month's deposit is required and due upon enrollment.
4. Before and after care is billed separately at the close of each month. Payment is due on the 10<sup>th</sup> of the following month and should be made online using our ProCare system or should be dropped off to the school office by the 10<sup>th</sup> of the month.
5. Should a tuition or before and/or after care payment not be received by the 10<sup>th</sup> of the month in which 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 10<sup>th</sup> falls on a day that school is not in session, payment is due the next day that school is open, whether or not your child is scheduled to attend that day. If you are placing payment in your child's folder, kindly notify your child's teacher or the school office so that payment is received in a timely fashion.
6. If payment is made in cash, the exact amount is required. You will receive a receipt signed by school personnel. Kindly retain this receipt for your records.
7. Should any payment fall 60 days in arrears, your child may not be permitted to attend class.
8. 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.
9. All current and prior outstanding balances must be paid in full before the application and \$150 registration fee for the following school year will be accepted.

10. The \$150 registration fee is waived for students who are currently enrolled in an infant or extended care program and are moving up to the next extended care program.
11. If tuition payment for the pending school year is not made by June 30<sup>th</sup>, and no response is made to late notices, your child's classroom spot will be forfeited.
12. A \$40 change of program fee will be assessed if a change is made to your original program selection as specified on your application.
13. In the event that a check is returned to us from the bank, a \$25 fee will be billed to your account. We will not attempt to deposit a bounced check. If a new payment is not made within 10 days of notification, a late fee will be assessed.
14. In the event of an emergency withdrawal from a program, requests for tuition refunds must be made in writing and must be submitted to the school office two weeks prior to withdrawal. Please see below for refundable amount.
15. No refunds will be made for school closings or vacations. No refunds will be made for illness, except in the event that a child misses more than one month of school and the illness is documented by a doctor's note.
16. If any extenuating circumstances arise regarding failure to adhere to this Payment Agreement, please notify the School Director, Mrs. Vanessa Bigam, at 516.349.1966.

### **REFUND POLICY**

In the event of an emergency withdrawal, please use this schedule as a guide to determine what your maximum refund may be, pending approval. **This refund policy is only applicable to families who have paid their tuition utilizing our one time payment method. If you elect to pay your tuition using our monthly payment plan, you waive the right to request a refund for any reason, under any circumstance.**

Withdrawal by the last business day of June	100% of total tuition paid is refundable
Withdrawal by the last business day of August	94% of total tuition is refundable
Withdrawal by the last business day of September	88% of total tuition is refundable
Withdrawal by the last business day of October	75% of total tuition is refundable
Withdrawal by the last business day of November	62% of total tuition is refundable
Withdrawal by the last business day of December	50% of total tuition is refundable
Withdrawal by the last business day of January	37% of total tuition is refundable
Withdrawal by the last business day of February	25% of total tuition is refundable
Withdrawal by the last business day of March	12% of total tuition is refundable

*As a April 1<sup>st</sup>, no refunds will be given for any reason, under any circumstance.*

**In the event that Good Shepherd Lutheran School is forced to close due to unforeseen circumstances, we will be instituting our remote, distant learning plan which will take the place of in person learning until we can safely reopen our doors.**

