

Billing Procedures

Financial clearance for Elementary is July 27 and 28; Junior High, July 28 and 29; and High School, July 29 and 30, 2009. The first tuition payment, comprehensive fees and any additional fees must be paid by these dates to receive the prompt payment discount and financial clearance for enrollment.

Monthly charges are due and payable on the first of each month. The prompt payment discount may be deducted if full payment is received in the Business Office by the 10th of the month.

Accounts must be kept current. Students whose accounts are more than 60 days delinquent will be suspended from classes. Students with unpaid accounts will not be permitted to take semester exams, receive grades or transcripts and may not participate in any school-sponsored activities, i.e., band/choral tours, or overnight trips.

Cash or money order may be required as payment on delinquent accounts. Students with a history of delinquency may be required to pay in advance.

Students graduating from the 8th or 12th grade may not participate in graduation services, receive a diploma or final grades unless the account is paid in full. A delinquent account for any family member will affect all family members.

Delinquent accounts of 90 days or more may be assessed a 3% monthly service charge.

Checks returned for non-sufficient funds will be subject to a service charge as listed. A history of returned checks may result in a request that payments be made in cash or money order.

Two-party checks and postdated checks will not be accepted.