



PAYMENT INFORMATION

Matriculation fees are due and payable before a student will be officially enrolled in school. Tuition payment is due June 1 each year. As a convenience, payments may be made twice a year or monthly through a tuition management company. All tuition assistance accounts must be through a tuition management company or in the case of employees, through payroll deduction.

Returned checks by the bank will be assessed a \$25 handling fee. Returned checks will be automatically re-deposited once. If the check still does not clear, the payer will be requested to pick up the check and make the payment, including handling fees, in cash or with a cashier's check. Failure of the responsible parties to pay late fees, returned check fees, and other fees associated with penalties due to lack of funds will result in the student's grades being withheld at the end of the next grading period, unless prior arrangements have been made with the Head of Schools or his designate.

Delinquent accounts are neither in the best interest of the school nor to the parents or guardians of the student(s). Once an account is past due, the Head of Schools will make contact with the responsible parties to discuss the delinquent account and counsel, where necessary. Once the account has become delinquent more than thirty days, the Head of Schools will arrange a personal meeting with the responsible parties. If an acceptable payment plan is not agreed upon, the student will be withdrawn from school.

The delinquent accounts will continue to be the obligation of the responsible parties to the school. The Head of Schools or his designate will make every reasonable effort to maintain contact with the responsible parties in an effort to ultimately collect the amount due the school. Board authorization shall be necessary before any legal proceedings or other collection efforts, beyond those previously addressed, are made.

No accounts owing to the school will be forgiven or "written-off" without direct action by the School Board. The Head of Schools or his designate will report to the Board all delinquent accounts over ninety days.

FINANCIAL ASSISTANCE

Financial assistance is offered to Castle Hills First Baptist School students in grades K-12 provided the financial resources are available and a true need exists. Since Castle Hills First Baptist School is a ministry of Castle Hills First Baptist Church, the school must be self-supporting. Therefore, those who need financial assistance are encouraged to contact their church first.

1. Application or financial assistance must be made to the Financial Assistance Committee.
2. Decision-Making Process:
The Financial Assistance Committee will make all decisions related to financial assistance. Each family submitting a request will be notified in writing of the committee's decision. If approved, the letter will disclose the financial assistance and conditions under which the financial assistance would be terminated.

LATE PAYMENTS

Castle Hills First Baptist School strives to be a good steward and to promptly pay its financial obligations. Receipt of tuition payments in a prompt and timely manner is crucial to accomplishment of this goal. Therefore, we have established and implemented guidelines concerning late fees for delinquent payments. The guidelines for tuition payments are:

1. Payments due according to payment schedule
2. Late fee of \$50.00 assessed the day after the due date
3. Letter or phone call if no payment received within 10 – 15 days
4. Letter of warning issued for possible withdrawal of student by the school when the tuition is not paid within 20 days of due date.
5. Letter of withdrawal issued with anticipated withdrawal date if tuition is 35 days delinquent.
6. Withdrawal effective if no payment is received within 60 days of due date.

EARLY WITHDRAWALS

Castle Hills First Baptist School makes decisions regarding budget spending based upon anticipated revenue from tuition. Thus, student withdrawal before the end of the school year causes financial hardship on the school. Therefore, a two-month tuition penalty fee per student will be assessed when families withdraw before the end of the school year. This fee will help cover the cost of operating the school after the student leaves. Requests for exemption from this policy must be submitted in writing and should include an explanation as to the extenuating circumstances behind the student's withdrawal. Written requests must be submitted to the Administrator no later than 30 days before the withdrawal will be effective.