

3.5.3 Tuition Policy

The School Board has established this Tuition Policy to bring greater fiscal accountability to the school's budget. The policies are designed to eliminate or control delinquent tuition balances from month to month during the school year and from one school year to the next. The Tuition Policy is outlined below.

- A. Tuition payments are based on a ten (10) month payment schedule, the first of which is due on or before July 25. The balance of your tuition will be divided into nine (9) monthly installments. Your next statement will be emailed in August and tuition is due by the 25th. All accounts must be paid in full by April 25 of the school year.
 - B. Any family that falls two months behind in their tuition obligation must meet with a representative of the Finance Committee. It is the family's responsibility to contact Accounts Receivable when problems arise with the tuition payments.
 - C. A student will not be permitted to return to school at the end of the third month in which the family is behind on its tuition unless they have met with and received approval from the Finance Committee.
 - D. At the discretion of the Finance Committee, families with a past due balance or a history of non-payment may be placed on an enrollment hold until the balance is satisfied.
 - E. Tuition accounts that are delinquent (8th grade students) will be addressed in this way:
 - The student (if academically eligible) will be permitted to participate in ceremonies.
 - The signed diploma will be withheld until the tuition balance is paid.
 - The signed diploma will be released upon completion of tuition payment of the 8th grade student. Balances owed for other students within the same family will be considered for arrangements by the Finance Committee.
 - F. Families issuing a payment with insufficient funds will be billed a returned payment fee of \$30.00 per each occurrence. Payment and the non-sufficient funds fee ("NSF") must be made with cash or money order within five days. After two NSFs in four months, all payments during that school year must be made with cash or money order.
 - G. There are no refunds on hot lunch tickets; however, tickets are transferable to family members. Jr. High Tech and Milk fees are non-refundable. Bus fees will be prorated on a monthly basis.
 - H. Should a family terminate their PreK-8th grade enrollment contract the following financial obligations will apply based on the last day of enrollment:
 - Between the Effective Date and June 1, the parent agrees to pay HCS 10% of the stated tuition
 - June 2-day before school, the parent agrees to pay HCS 50% of the stated tuition
 - Once the school year begins, the parent agrees to pay the full year's tuition
- Appeals can be made to the finance committee within 5 days of notice of unenrollment.
- I. It is the family's obligation to contact Accounts Receivable when unforeseen circumstances arise with tuition payments.