



## TUITION PAYMENT POLICY & FINANCIAL AID

**Due Date:** Tuition is due by August 10<sup>th</sup> of the upcoming school year. A \$150 Early Payment Incentive will be given to each family who pays their standard tuition rate in full by August 10<sup>th</sup>. This offer does not apply to families receiving financial aid or to part time students.

**Tuition Payment Plans:** For families who would prefer to spread tuition payments over the course of the school year, we have contracted with FACTS Management to handle those tuition payment plans. Families may click on the FACTS logo at the bottom of the school's homepage ([www.clcschool.org](http://www.clcschool.org)) to set up an account for automatic online tuition payments. Tuition payments are due on either the first or the tenth of each month based on the payment plan you choose. The first payment is due in August.

**Delinquent Tuition Payments:** Any delinquencies will be handled by FACTS Management. If there is no long-term resolution to the problem, parents will be asked to withdraw their child(ren) from the school.

**Early Withdrawal Fee:** **If families withdraw their child(ren) from the school prior to the end of the year, it will be necessary to charge an early withdrawal fee of 20% of the total tuition per student for each month of non-enrollment through June.** Tuition will be prorated from September, and charged for the full month in which the withdrawal occurs. A statement of tuition paid and withdrawal fees owed will be issued from the business office. All payments must be made prior to the final day of enrollment.

**Past Due Tuition & Continuing Enrollment:** Provision for payment of any outstanding tuition needs to be made by July 31<sup>st</sup> in order for a student to be considered enrolled for the next year.

**Financial Aid:** Families who need help with the cost of education may apply for Financial Aid through FACTS Management. Financial aid grants will be awarded based on need and available funds in the CLCS Scholarship Fund. Applications must be completed by May 1<sup>st</sup>.