

FINANCE POLICY

Tuition

The educational program offered at Glades Day School is funded on a strict operating budget. For the school to maintain fiscal stability, it is important that each family responsibly remit tuition payments on a timely basis.

Payment Plans

1. One-time payment plan billed on or before July 1st
2. Two-time payment plan billed on or before July 1st and January 1st
3. Twelve month payment plan begins in July and will be processed on the 5th or the 20th of each month (***except for seniors who are set up on an 11-month payment plan and will be processed only on the 5th of each month***).

Payment plans 1 and 2 may be paid directly to the school or through FACTS. However, you must setup a payment plan in FACTS, which will generate an invoice reminder. Please note, if your payment is made directly to the school and is not paid in full by August 1st, you may be required to sign up for the 12-month payment plan (except for seniors who will be on an 11-month plan).

Payment plan 3 must be paid through FACTS.

FACTS Fees:	One-time payment plan	–	No Fee
	Two-time payment plan	–	\$10.00 Annual Fee
	Monthly payment plan	–	\$38.00 Annual Fee

FACTS payment adjustments must be done through the Finance Office. FACTS will assess its fee to your account for any NSF returns.

Payment plans do not include any additional fees once the agreement has been signed. The responsible party will be billed for any additional fees separately through RenWeb (i.e. after school care, activity bus fees, athletic fees, class fees, testing fees, Prom fees, etc.).

All payments are considered late if not paid within 30-days of the billed date as specified by payment plan dates. At the point an account becomes 30 days in arrears, families will be charged a late fee of \$25 per month, which will be added to their account. In addition, families will not be issued or have access to report cards, transcripts, RenWeb or diploma, nor will they be allowed on any grade-level trip or participate in commencement exercises including Class Night and Baccalaureate. Excluded from this are the interim transcripts required for college applications. In addition, students may not be permitted to try-out for a sport (including Cheerleading) if they have an outstanding balance. Once an account becomes 90 days in arrears, the student may not be able to attend class. The past due amount must be paid in full

in order for the student to return to class. All records, report cards and transcripts remain the property of Glades Day School (GDS) until the account has been brought current or paid in full.

Students may enroll, but may not be allowed to start school in August until all prior year balances have been satisfied. If a student withdraws or is administratively discharged for any reason, the parent/guardian is responsible for the entire semester's tuition. Tuition for students who enter mid-year is prorated.

Upon failure to comply with the financial agreement, parents may receive a letter from the school stating that all outstanding balances must be paid for the student(s) to continue in school. The Finance Office may make aggressive use of small claims court, collection agencies and other strategies on any accounts that are not satisfied by the above policies.

Enrollment Fee

Each family is charged a non-refundable Enrollment Fee. Enrollment will not be accepted for students with an outstanding balance at another school.

Return Checks

A \$35 fee will be charged to your account for any returned checks or ACH. After two returned checks or ACH, all monies paid to the school must be in cash, certified check, or money order.

Refund Policy

Glades Day School does not offer a refund on any tuition or fees. If for any reason an enrolled student fails to attend or to continue in attendance at GDS for the contracted school year, 100% of the tuition for the current semester remains due and must be paid in full.

Class Fees

Class fees are billed August 1st. Refer to the table below:

K3 – K4	K5 – 12th Grade
\$20.00	\$30.00