

## 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 1<sup>st</sup>
2. Two-time payment plan billed on or before July 1<sup>st</sup> and January 1<sup>st</sup>
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 5<sup>th</sup> 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 1<sup>st</sup>, 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	–	Annual Fee – Set by FACTS
	Monthly payment plan	–	Annual Fee – Set by FACTS

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 student 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 1<sup>st</sup>. Refer to the table below:

<b>K3 – K4</b>	<b>K5 – 12<sup>th</sup> Grade</b>
\$25.00	\$30.00

**Financial Aid Option**

Financial Aid at Glades Day School is funded by tuition dollars and is awarded to families who demonstrate a financial need as evaluated by Financial Aid for School Tuition (FAST) and may not be awarded if an account is 60 days or more past due. In seeking financial assistance, families should follow the following steps:

- Complete full application for admission to Glades Day School and be accepted. Returning families must also complete the reenrollment process for GDS.
- Complete the FAST application for financial assistance online and submit all required documentation. Returning families must resubmit their application for financial assistance. **Note: Assessments cannot be completed without submitting your current tax return to FAST.**

GDS is dedicated to helping families who desire and need financial assistance. However, the family is completely responsible for meeting all deadlines and completing all forms required for financial aid.

To apply, click on the following link: [FAST Application](#). Note: FAST has a processing fee which is non-refundable. Should you have any questions, FAST’s phone number is: 1-877-326-3278 and their email address is help@ismfast.com. Once your application has been submitted, your information will be calculated and the recommended award made available to the school. Financial awards will vary from family to family and will be based on need and circumstances and will be awarded based on the availability of financial aid funds. The parent or guardian is responsible for the remaining tuition balance.

Once a financial aid award decision has been made, a confidentiality agreement will be sent notifying you of the award amount. At which time, you must sign and return the agreement within seven days.

The conditions of this Award are:

1. You must adhere to the Finance Policy.
2. You must keep the Financial Aid Award and all supporting documents confidential.
3. Registration fees must be paid before financial aid is applied to your account.

If, in the sole discretion of the Financial Aid Committee, the above conditions are not met during the school year in which the Award is made, Glades Day School reserves the right to withdraw the Financial Aid Award. Upon such event occurring, you will be responsible to repay the Financial Aid Award in accordance with the tuition payment option selected. For instance, if tuition has been paid in full, the withdrawn Financial Aid Award shall be repaid immediately. If installment payments are being made, you shall repay, in equal installments, the withdrawn Financial Aid Award over the number of installment periods remaining.

**GDS will have three award notification dates: May 15, June 15 and July 15.** Your award date will be based on the date GDS receives your assessment report from FAST. Please be sure to complete your application and submit all required documentation so you don’t miss the July 1<sup>st</sup> deadline. Families, who enroll mid-year, must submit and finalize their FAST application within 30 days of admission.

GDS award notifications will be sent based on the following schedule:

<b>GDS receives FAST recommendation by:</b>	<b>Award Notification</b>
May 1 <sup>st</sup>	May 15 <sup>th</sup>

May 2 <sup>nd</sup> – June 1 <sup>st</sup>	June 15 <sup>th</sup>
June 2 <sup>nd</sup> – July 1 <sup>st</sup>	July 15 <sup>th</sup>

FAST assistance is not guaranteed for all those who apply. The application must be completed each year with the knowledge that prior year’s award amounts are not guaranteed or considered in future year’s calculations.

### Scholarship Opportunities

1. **McKay Scholarship** - Eligibility for the McKay Scholarship is determined by the State of Florida. To qualify for the scholarship, the student must be transferring from a Florida public school with a current IEP or 504 Plan. Applying for the McKay Scholarship Program is the responsibility of the parents. All application deadlines for the scholarship are posted on the website at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org). (Note: the deadlines for filing a parental intent and private school enrollment are statutory deadlines – McKay will not make exceptions if these deadlines are missed. Please ensure that your child has been accepted by Glades Day by the private school enrollment deadline date.) The funded amount varies from student to student (determined by the state). The parent or guardian is responsible for the tuition balance.
2. **Step Up for Students (SUFS)** - SUFS is an income-based scholarship with eligibility determined by the state. Parents may apply and check eligibility requirements online at [www.stepupforstudents.com](http://www.stepupforstudents.com). It is the parent’s responsibility to notify the school of their eligibility for SUFS. Any tuition or fees not covered by the scholarship is the responsibility of the parent or guardian. Families receiving SUFS must reapply for the scholarship each year and are responsible for notifying the school concerning continued eligibility.
3. **Voluntary Prekindergarten (VPK)** - VPK is a legislatively mandate program designed to prepare every 4 year old in Florida for kindergarten and build the foundation for their educational success. For additional information and to apply, visit the website [www.floridaearlylearning.com](http://www.floridaearlylearning.com). Any tuition or fees not covered by the scholarship are the responsibility of the parent or guardian.