

# Updated Payment Policies

## Payment Policy

Beginning this Fall, we will be implementing new auto-draft policies and a new payment schedule. All accounts must have a valid credit card on file at all times. Each month's tuition will be drafted from your account on the scheduled day each month. If you wish to use an alternate form of payment like cash or check, be sure to pay in the office before the date monthly tuition is scheduled to be auto-drafted. Please view the table below to make yourself familiar with our new payment schedule.

All accounts must have valid credit card on file

Monthly Tuition will now be Auto-Drafted

To pay with cash or check, simply make your payment prior to the due date

## Class Drop Policy

PARENTS MUST NOTIFY THE OFFICE TO DROP A STUDENT FROM CLASS. YOU ARE RESPONSIBLE FOR PAYMENT WHETHER OR NOT YOUR STUDENT ATTENDS CLASS and are not guaranteed any refunds or cancellation of tuition fees.

**A Drop Request must be Submitted to the Office by the 24th of the Month to Allow for Processing and Stop Tuition being Drafted for the Upcoming Month**

If a student stops coming to class without notification then that student's account will be charged for the additional 30 days. This charge will be for holding the student's place in that class instead of offering that place to one of the many on our waiting list.

# Tuition Payment Schedule

Fall/Spring 2023-24 (August 2023-May 2024)

Charge Title	Date Posted to Account	Payment Deadline (will be auto-drafted)
Registration Fee	Day enrollment is processed	Day enrollment is processed
August Tuition	Day enrollment is processed	August 21st, 2023
September Tuition	August 25th, 2023	September 1st, 2023
October Tuition	September 1st, 2023	September 25th, 2023
November Tuition	October 1st, 2023	October 25th, 2023
December Tuition	November 1st, 2023	November 25th, 2023
January Tuition	December 1st, 2023	December 25th, 2023
February Tuition	January 1st, 2024	January 25th, 2024
March Tuition	February 1st, 2024	February 25th, 2024
April Tuition	March 1st, 2024	March 25th, 2024
May Tuition	April 1st, 2024	April 25th, 2024
~ 2023-24 Fall/Spring Classes Conclude at the End of May & Summer Classes Begin in June 2024 ~		

*Contact us if you have any questions!*