

## Tuition & Fee Payment Policy 2017-2018

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### Annual tuition

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| ▪ 3K Pre-Kindergarten (Half Day) | \$ 4,250 per year (\$ 354.17 per month for 12 months)    |
| ▪ PK Pre-Kindergarten (Half Day) | \$ 4,250 per year (\$ 354.17 per month for 12 months)    |
| ▪ PK Pre-Kindergarten (Full Day) | \$ 6,880 per year (\$ 573.33 per month for 12 months)    |
| ▪ Kindergarten (Half Day)        | \$ 5,780 per year (\$ 481.67 per month for 12 months)    |
| ▪ Kindergarten (Full Day)        | \$ 8,380 per year (\$ 698.33 per month for 12 months)    |
| ▪ Grades 1-5                     | \$ 13,150 per year (\$ 1,095.83 per month for 12 months) |
| ▪ Grades 6-8                     | \$ 13,580 per year (\$ 1,131.67 per month for 12 months) |
| ▪ Grades 9-12                    | \$ 14,250 per year (\$ 1,187.50 per month for 12 months) |

### Annual technology fee

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|---------------------------------------|--|
| ▪ 3K, Pre-Kindergarten & Kindergarten | \$ 285 per year (\$ 23.75 per month for 12 months) |
| ▪ Grades 1-4                          | \$ 395 per year (\$ 32.92 per month for 12 months) |
| ▪ Grades 5-12                         | \$ 495 per year (\$ 41.25 per month for 12 months) |

### Making tuition and fee payments

- All tuition and fee payments should be mailed or delivered to First Presbyterian Day School, 5671 Calvin Drive, Macon, Georgia 31210, Attn: Business Office.
- Tuition and technology fees are billed in monthly installments from June, 2017 through May, 2018.
- Tuition and fees are due on the fifth (5<sup>th</sup>) of the month and become past due on the twentieth (20<sup>th</sup>) of that same month.
- Tuition and fees may be paid by cash, check, monthly bank-draft or credit card (single event). Families who pay with a credit card or debit card are asked to pay a convenience charge to reimburse the school for its expense to offer the payment service. Contact the FPD business office for more information.
- Payments are posted to a family's account using the *balance forward* method. This means that payments are automatically posted to the oldest charges on the account.

### Registration & re-enrollment deposits

- Beginning in January 2017, your child(ren) will be automatically re-enrolled at FPD for the next school year. We will communicate tuition rates to you in early January. Unless you advise the Admissions Office otherwise before February 1, your enrolled child(ren) will be automatically re-enrolled for the next school year. We will send out a re-enrollment confirmation to you in February, to confirm to that your child's place at FPD is set and secure.
- The re-registration (also called re-enrollment) deposit is a non-refundable pre-payment of the 2017-18 tuition. This deposit serves as a commitment to the school of the student's enrollment for the 2017-18 year.
- The registration deposit is \$400 for the oldest child and \$200 for each additional child in the same family and household.
- If your situation has changed and you are not planning to re-enroll your child at FPD for the next school year, please notify our admissions office of your intent before February 1. Contact Cheri Frame at [cheri.frame@fpdmacon.org](mailto:cheri.frame@fpdmacon.org) or (478) 477-6505.

### Past due tuition and fees

- If a past due balance exists on the account after the twentieth of the month, a monthly finance charge of 1.5% of the balance will be assessed to the account. The minimum monthly finance charge is \$15 per student.
- FPD withholds all reporting of grades if tuition and fees are 30+ days past due. This includes transcripts, report cards, progress reports and access to *Net Classroom*.
- If a past due balance becomes sixty (60) days or older, all enrolled children must remain at home and discontinue participation in school activities, until the account is brought up to date.
- No student may be re-enrolled whose account has an outstanding balance from the previous year.

- No student may participate in summer school-related activities, team practices or team camps, whose account has an outstanding balance from the previous year.
- A senior student's account must be paid in full before he/she may participate in graduation and receive his/her diploma.
- Grades, final report cards and transcripts for a student can be released only after all charges for that student have been paid in full.

### **Tuition refund policy**

- **A family who enrolls their child(ren) for the 2017-18 academic year commits to pay 100% of the tuition and technology fee, even if circumstances cause the family to withdraw their child(ren) mid-year.**
- If a family is required to move more than sixty (60) miles from the FPD campus, and has prepaid a portion of the annual tuition, a partial refund in tuition may be warranted. Any request for the refund of tuition should be made, by letter, to the Business Office.
- If such a move takes place during the summer months, and the refund is approved, 100% of the paid tuition may be refunded retroactive to June 1. However, none of the pre-paid registration deposit is subject for a refund.
- If the move takes place during the academic year, and the refund is approved, a pro-rated portion of the tuition, less the pre-paid registration deposit, may be refunded based on the number of days that the child is enrolled.
- Withdrawals for any other reason do not typically warrant a refund in tuition.
- Registration and re-enrollment deposits are not refundable.

### **Returned checks & requests to stop payments**

- If a check or bank draft is returned to the school due to insufficient funds, a NSF fee of \$25 or 2% (whichever is greater) will be charged to the family account. If the check or bank draft is returned the second time, it will be charged back to the family account.
- If a scheduled bank draft is requested to be stopped or deferred, a stop payment fee of \$25 or 2% (whichever is greater) will be charged to the family account.

### **Tuition Assistance Program (TAP)**

- FPD offers a need-based tuition assistance program (TAP) to assist families, who have a legitimate financial need, to afford a FPD education for their child(ren). A family may apply for 2017-18 TAP after enrolling their child(ren) for the 2017-18 school year. **TAP applications will not be reviewed until the child(ren)'s enrollment has been completed and returned to the school's Enrollment Office, with associated payments.**
- For more information about TAP, go to [www.fpdmacon.org](http://www.fpdmacon.org) , then to the *Admissions* tab, and then to the *Tuition Assistance* tab.

Please direct questions regarding your tuition and fee charges to Kay Sexton, Student Billing Administrator, at (478) 477-6505, ext. 114 or via email to [kay.sexton@fpdmacon.org](mailto:kay.sexton@fpdmacon.org) or to Charlie Parrish, Chief Financial Officer, at [charlie.parrish@fpdmacon.org](mailto:charlie.parrish@fpdmacon.org).