



Mind. Heart. Soul.

# TUITION AND FEES POLICY

PRESCHOOL

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The business office is here to assist you in dealing with financial matters as they relate to ACS and your child's education. Timely communication with the Business Office is key in administering the tuition and fees policy that follow, and assistance can only be provided with open, yet confidential, communications. *Please keep this page for your reference.*

## TUITION PAYMENTS

Due September 1, payable by the following options:

- Paid in full first day of school
- Two installments on September 1 and February 1
- Pre-authorized payment plan over 10 months

## PAYMENT OPTIONS

- One-installment or two-installment payment options can be made by cheque
- Mandatory for the 10-month payment option is via Pre-Authorized payment plan.

## UNPAID ACCOUNTS

- **30-days arrears:** When arrears have aged for 30 days, the Business Office shall advise the person with arrears of the delinquency and request payment in full within 7 days.
- **60-days arrears:** When arrears have aged for 60 days, the Business Office shall again advise the person with arrears of the delinquency and shall request a firm payment date or written repayment plan proposal, the latter to be approved at the sole discretion of the Executive Director.
- **90-days arrears:** When arrears have aged for 90 days, the person with arrears shall be contacted for the third and final time requesting payment in full or a written repayment plan. Furthermore, a late payment fee of the greater amount of 10% of the amount owing and \$175.00 shall be added to the person's account. Such communication shall also include the information that upon 120 days of aging, the debt may be forwarded to an external agency for collections, after which the debtor will need to deal with the collection agency only in settling the collection of the debt.
- If tuition is not paid in full or an approved payment plan is not in place before the 15<sup>th</sup> of January or the 15<sup>th</sup> of August of each school year, the student will not be re-enrolled in the new school year or semester.
- ACS does not provide income tax receipts for preschool tuition.
- **NOTICE:** Once a student has been enrolled at ACS a minimum of 30 days' written notice of withdrawal shall be required after which tuition fee billings will stop.