

PAYMENTS

Tuition may be paid using the following methods:

Annually – Tuition may be paid in full at the beginning of the school year. There is no discount for early payment tuition.

Monthly – Your annual tuition may be paid in ten (10) equal installments beginning in August and ending in May. For students registering after August, payments are prorated for the month in which enrollment occurs.

Check payment - We gladly accept your checks. When you provide a check as payment you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

Debit / Credit Card payments (online payments) - We gladly accept debit and credit cards payment. There is a \$5.00 processing fee for all credit card transactions. Please add \$ 5.00 to your transaction. Parents who use debit/ credit cards and do not add this additional fee will be billed.

Payments

Payments will be made on the 1st of each month. It will be paid no later than 5:30 pm by the 1st of each month. A \$ 20.00 late fee will be added to any payments paid after the 3rd of each month. If fees have not been paid by 7th day of the month, services will be suspended until fees are paid in full. If the 3rd fall on Saturday or Sunday, payments made by the close of the business day on Monday will be accepted without penalty.

Overtime

Overtime is considered any time outside the agreed time interval. Any students drop-off before contracted hours of 8:00 a.m. and pick-up after 4:45 p.m. will be charged an overtime fee. The following charge (\$10.00) will be assessed for overtime incurred, payable the same week of service. The provider is under no obligation to provide an extension of time if it will conflict with plans. Late arrival does not justify late departure.

Holidays

The School will be closed on any federal holiday, Thanksgiving Break, Christmas Break, and any holiday observed by public school, but the monthly fee for your child will remain in effect.

Spring Break and Final Tuition Payments

Spring Break and Final Tuition Payments may only be remitted in cash, money order, cashier's check, or through the website. No personal checks are accepted for any payment of fees in April - June.

Additional Fees: Disciplinary Problems

In the result of disciplinary problems and a pupil is required to work from home and the parent would like for the child to continue with the School program, a holding and

service fee of \$150.00 will be assessed for each month the child is out.

Additional Fees

Lab fees, activity fees, and athletic fees will be announced throughout the year. These fees have individual deadlines.

Book , Computer, and Uniform Fees

Book, Computer, and Uniform Fees are paid before school starts, regardless of Scholarship Award amount. Book and Computer fee is non-refundable after the 1st week of school. All textbooks and Computer pieces issued to students are the property of the Beverly Institute and cannot be returned unless parents pay full price for each item. All other fees (athletic, lab, etc), will only be refunded if a sport course or activity is cancelled.

Textbooks and Computer Supplies

Books and Computer materials – Textbooks and Computer parts are the responsibility of the student and must be purchased by the parent before the first day of each new school year. Students must have their supplies (notebook, paper, writing utensils, and other items required). Students will be given a materials list for each class during orientation.

Textbook and Computer Fees

The Beverly Institute may suspend a pupil from school activities if the pupil fails to pay for lost or damaged books. Parents/guardians of a child who fails to pay for a textbook are liable for attorney's fees and court costs incurred by the district in pursuit of restitution.

Delinquent Tuition

Prompt payment of tuition is essential to the operation of The Beverly Institute financial obligation. Communication of financial hardship to office is greatly appreciated. If payment of tuition is not received within fourth (4) days of when it is due, parents are given written notification from the school office. In the event that payment becomes delinquent more the seven (7) days, the parents will be notified that their child(ren) will not be allowed to continue to attend class until their account is current.

Report Card, Progress Reports, and other Important Documentation

Report cards, transcripts and other student records are withheld from students and parents with delinquent accounts (including fees). All outstanding financial obligations must be met before your child's grades and school records will be released.

Refunds

Monthly Tuition

Monthly Tuition that has been paid will only be refunded in full if the student has been enrolled less than five days in any month. (If payment was paid with a personal check, 10 to 15 day will be needed to process the refund to assure bank clearance of the check.)

