

**THE BEVERLY INSTITUTE
Tuition Payment Policy
School Year 2011-2012**

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 the 3rd fall on Saturday or Sunday, payments made by the close of the business day on Monday will be accepted without penalty. **New Policy: Monthly Tuition Payment are paid in advance. Upon receipt of payment student may attend school.**

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 3:30 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 \$ 250.00 will be assessed for each month the child is out.

Book , computer, and uniform fees are paid before school starts, regardless of scholarship award amount.

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The Beverly Institute Tuition Policy (2011-2012 School Year)

I _____, have read the Tuition Policy for The Beverly
(Parent Name)

Institute and understand that by not adhering to the Tuition Policy it will result in my child being withdrawn from
The Beverly Institute.

Parent Signature

Date