

FINANCES

BOILING SPRINGS FIRST BAPTIST CHURCH MEMBER DISCOUNT: A 10% discount is given to financially supporting and regularly attending members of Boiling Springs First Baptist Church and First Baptist North Spartanburg. Any change in status from these stated qualifications for the member rate will necessitate a recalculation of tuition fees at the point of change. It is the responsibility of the parents to inform the school if and when a change occurs.

FAMILY DISCOUNT: For a family with more than one child enrolled, a 5% discount for each additional child will be given on the combined tuition rate. There can only be a maximum combined discount of 15%.

All discounts apply to preschool academic tuition only. No discounts are given towards Extended Care or summer care fees.

NON-TUITION EXPENSES

There may be additional costs for class projects assigned throughout the year, but every effort is made to keep these costs at a minimum. It is not possible to predict an exact amount and much of this will depend on individual choices made by students and parents.

REGISTRATION FEE: The registration fee is non-refundable and due at the time of registration.

BOOK/ACTIVITY FEE: This fee provides for textbooks and consumables. The book fee will be due by June 3. The book and activity fee is non-refundable.

EARLY ARRIVAL: Early arrival is available for SCDS students beginning at 7:00 A.M. An additional monthly charge will be added to your tuition for this service. Any child registered for extended care until 5:45 P.M. can attend early arrival at no additional charge.

EXTENDED CARE: Extended care is available until 2:00 P.M. or 5:45 P.M. only for students enrolled in our morning preschool classes. Extended care will be charged as part of your tuition based on the length of time your child will be at SCDS daily. (Please see tuition rates.) If you choose to enroll your child in extended care, your child will be enrolled for the number of days per week he/she is in class. The same early withdrawal/tuition refund policy will also apply to extended care.

RETURNED CHECK FEE: A fee of \$30.00 will be assessed to your account for any returned checks. This is to offset the cost our bank charges us when a check is returned.

PRESCHOOL LATE PICK-UP FEE: Students picked up ten minutes after the scheduled dismissal time will be considered late and therefore charged a flat late fee of \$10.00 and \$1.00 per minute thereafter. A Late Pick-Up Form will be sent home listing the time your child was picked up and the amount of the late fee that is due. You may return this fee in the tuition payment box the next day that your child comes to school. Three late pick-ups from the morning preschool program may result in dismissal from the program per director's discretion.

EXTENDED CARE LATE PICK-UP FEE: Extended care classes close at 2:00 P.M. and 5:45 P.M. each day. Students picked up after 2:00 P.M. or 5:45 P.M. will be charged \$10.00 for the first 10 minutes and an additional \$1.00 per minute thereafter. A Late Pick-Up Form will be sent home listing the time your child was picked up and the amount of the late fee that is due. You should return this fee in the tuition payment box the next day that

your child comes to school. Three late pick-ups from the Extended Care program may result in dismissal from the Extended Care program per director's discretion.

PAYMENT PROCEDURE

Invoices are emailed by the 20th business day of each month. Payment is due by the 1st of each month and considered late after the 5th of the month. Billed items include tuition and book & activity fee.

PAYMENT OPTIONS INCLUDE:

- Cash or Check (may be mailed in, placed in the tuition drop box in the SCDS reception area, or given to the receptionist if a receipt is required) Please complete a payment envelope to go with your payment. **If paying in cash, please bring the exact amount owed. The SCDS office does not keep cash on hand for change.**
- E-Check (online option only) Please refer to the email in your invoice for information on how to pay your bills online.
- **SCDS does not accept debit or credit cards.**

LATE PAYMENTS:

- Accounts not paid in full before the late date (5th of each month) are assessed a \$35 late fee.
- Students will not be allowed to attend class when their accounts become 30 days delinquent. Students are subject to dismissal if their account is not brought current within one week of the suspension. Students will be suspended only once during a school year for a delinquent account. Any subsequent suspension for non-payment may result in the student's dismissal from SCDS.
- Accounts must be current at the following check-points during the year:
 - Re-enrollment – account must be current before application and fee(s) are accepted to hold student's place(s) for the following year
 - Beginning of school – account must be paid through August before student(s) may attend school
 - **May tuition must be paid in full by May 5th for your child to stay in school.**

A TUITION AND FEES SCHEDULE is published separately and is a detailed list of all charges assessed by SCDS.

Tuition Payment Plans (a \$25.00 administrative fee will be incurred for payment plan changes after June 1):

- Annual Plan – Prepayment of all tuition by June 22, *receive a 3% discount**
- Semi-Annual Plan – Prepayment of one-half of tuition by June 22 and the remaining half prepayment by December 15, *receive a 1.5% discount**
- Monthly Plan – Amount varies depending on month of enrollment

**Discount applies ONLY if payment is received by specified due date*

WITHDRAWAL POLICY

- Enrollment at SCDS is a commitment for the entire year.
- Parents who wish to withdraw their student from school must notify the director in order to initiate withdrawal procedures.
- Parent-choice withdrawal is defined as withdrawal for any reason other than 1) parental job change or 2) termination of enrollment by Administration (expulsion, etc.). Penalties for parent-choice withdrawal are listed below:
 - **Withdrawal prior to beginning of school year before June 15**, the parent is obligated to pay the Book and Activity fee per student billed through the date of withdrawal.
 - **Withdrawal prior to beginning of school year after June 15**, a \$200 withdrawal fee per student is assessed and parents are obligated to pay the Book and Activity fee per student and all tuition fees billed through the date of withdrawal.
 - **Withdrawal during the school year** will constitute a \$200 withdrawal fee per student and payment for number of days enrolled.