



## Tuition Fee Policy/ Payment Guidelines

1. This written agreement to pay tuition for the **entire** year will be signed at registration or pre-registration.
2. Tuition and annual fees for **Local and International Students** are due in full at the beginning of the school year however 3 payment options are available. Parents must choose 1 of the three payment options made available. Parents/guardians are personally responsible for the timely payment of all fees, irrespective of invoicing arrangements made with an employer.

### Payment Options:

- A. One installment - Due on August 1<sup>st</sup>
- B. Three installments - Due on August 1<sup>st</sup>, December 1<sup>st</sup> and March 1<sup>st</sup>\*\*
- C. Monthly installments - Due on August 1<sup>st</sup> and the 1<sup>st</sup> day of the following months.\*\*

**\*\*Note that options B & C require double payment in December. The double payment reflects the payment of the month of December and the month of May. Parents of Local or International Students that choose any of the payment plan options, in all cases of withdrawal whether voluntary or due to non-academic performance and/or disciplinary actions before the scheduled end of the school year, parents are liable for payment of the tuition in its entirety.**

3. Tuition and fees are scheduled based on anticipated enrollment. The school reserves the right to review the tuition and fees schedule as needed if anticipated enrollment is not achieved.
4. Resource Center / ESL / Enrichment fees will be determined based on placement of student into the particular categories as per the approved fee schedule and will be billed accordingly.
5. **After-School Activities will be billed at the end of each month for those enrolled in the program.**
6. Late pick-up fees will be billed monthly.
7. Once registered, a student is assured of having a seat until September 1<sup>st</sup>, and no later. Classes begin mid August. Any registered student who reports late will still be responsible for the full tuition for the year.
8. Any new student enrolling after the beginning of the year will agree to pay for the balance of the year on a prorated basis. (A minimum of two-thirds (2/3) of the annual tuition will be due regardless of the number of months in attendance.)
9. All tuition and fees must be paid in full in order for official school documents, student transcripts or student records to be transferred to any other school or to be released to parents. The school will make all reasonable efforts to collect these monies.
10. Cases of outstanding tuition or fees may result in students not being permitted to take semester exams, receive report cards or attend school.

11. In the event that a family withdraws without settling their accounts with the school, the School reserves the right to seek legal recourse to recover all amounts due through debt collection agencies. If any payment remains due at the end of a tuition period or upon withdrawal from the school, no transcripts, transfers, or other records will be released until full payment, including late payment administrative charges are received.
- 12. In all cases of withdrawal whether voluntary or due to non-academic performance and/or disciplinary actions before the scheduled end of the school year, parents are liable for payment of the tuition in its entirety.**
13. The school does not entertain “diplomatic clause” consideration for tuition and fees if the student cannot complete the academic year.
14. The parents agree that the invoices for all fees and charges may be delivered by email, mail or delivery with students.
15. In case of Force Majeure, where the school is required to close prematurely due to reasons beyond its control, the school will not refund tuition paid in full. The school reserves the right to retain 100% of tuition and fees invoiced and/or paid as of the date of such event. A credit will be applied if the student returns the following year **only**.

### **Methods for Payment**

All fee payments must be made in US dollars (US\$) or Haitian Gourdes (at the official government selling rate on that particular day), by checks or by deposit to the school’s account by prior arrangement, in which case proof of deposit must be presented to the Business Office before an official receipt is issued.

**Wire transfer:** Request details for fee remittance by wire transfer may be made to the Business office.

- Please ensure the student’s name and number are referenced on your remittance to enable appropriate credit to the student’s account.
- Email or bring your bank payment confirmation to the attention of the Business Office Manager.
- The FULL amount must be received by Union School.
- All bank charges are to be carried by the remitter. Union School will issue an official receipt only when it is confirmed that the funds have been received.

### **Cash Payment:**

- **It is preferred that cash payments be deposited at the bank. However parents may make** cash payment at the school as well.
- All cash payment made at the bank must be deposited directly into the UNION SCHOOL’s account. Account number will be given to parents at the Business Office. Email or bring your cash deposit slip to the Business Office, noting the student’s name and number to enable appropriate credit to the student’s account.

### **Check Payment:**

- Checks should be made payable to Union School are accepted. Endorsed or posted checks are also not acceptable.

### **Credit Card Payments**

The school accepts payment via credit cards: MasterCard and Visa.

**Bank Charges**

- A \$25 penalty will be billed, in addition to all bank charges, in the event that a check is returned. Future payments will only be accepted as cash or wire transfer.

**Late Fee**

A 5% surcharge will be billed on the balance due for all payments made after the 10<sup>th</sup> of each month.

In the event that a parent becomes three months in arrears, the family must either enter into a financial payment agreement with school or withdraw their child from school.

No student will be allowed to attend Union School until any outstanding balance due from the previous year is paid in full.

**Breakages / Damages**

- All breakages and damages caused by students will be charged along with the tuition fee.

**Students will not be allowed to attend classes if tuition fees are not paid.**

**The school reserves rights to revise the fees at any time at its sole discretion.**

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**I agree to the following payment plan selected, and I acknowledge that regardless of the plan I select, all tuition and fees are due in full on August 1<sup>st</sup>. I Understand that should my child or children be withdrawn at any time during the academic year, I am responsible to pay for the entire school year.**

- A. \_\_\_\_\_ One installment - Due on August 1<sup>st</sup>
- B. \_\_\_\_\_ Three installments - Due on August 1<sup>st</sup>, December 1st and March 1<sup>st</sup>
- C. \_\_\_\_\_ Monthly installments - Due on August 1st and the 1<sup>st</sup> day of the following months.

**Note that options B & C require double payment in December.** The double payment reflects the payment of the month of December and the month of May.

Student Name \_\_\_\_\_ Grade Entering \_\_\_\_\_

**I agree to abide by all the above and am registering my child/children for the school year.**

\_\_\_\_\_  
**NAME OF PARENT**  
*(Please print.)*

\_\_\_\_\_  
**SIGNATURE OF PARENT**

**Date**