



## Billing and Collection Policy

### PREFACE

A student's tuition billings represent a binding financial obligation to Moses Lake Christian Academy (MLCA). Timely payments are required, based on the stated policy and payment schedule. The primary source of income for MLCA is tuition. It is crucial to provide payroll for the MLCA faculty & staff as well as ensure that our bills are paid promptly, protect our good name and Christian witness in the marketplace. The faithful stewardship of parents and others responsible for student tuition payment enables us to do so.

### POLICY

- Tuition is to be paid through monthly electronic funds transfer from a bank account designated by the student's parent or guardian. These withdrawals will occur on or about the first of every month from July through June. For students registering after July 1 but before September 30, the total tuition payments will be "caught up" in the month of registration.
- For those tuition obligations prepaid for a period of time, those amounts not prepaid will be paid through the method described above beginning in the month in which the prepayment is fully utilized.
- Full semester prepayments received by July 1<sup>st</sup> (1<sup>st</sup> semester) or January 1<sup>st</sup> (2<sup>nd</sup> semester) will receive a tuition discount of one percent (1%). Full year tuition prepayments received by July 1<sup>st</sup> will receive a 2% discount.
- When a student enters school during the year, tuition will be charged for each month the student is registered (regardless of the number of days in attendance that month) on the basis of  $\frac{1}{10}$  of the annual tuition.
- Fees billed in addition to tuition shall be paid within 30 days of the billing, with the exception of curriculum fees, which are due with the 1<sup>st</sup> month's tuition payment and are non-refundable; and the application fee, which is due at the time of application and is non-refundable.
- If a student withdraws between July 1 and the start of school, payments for July and August will not be refunded. If a student leaves MLCA for any reason, payments for July, August, and each month the student was registered (regardless of the number of days in attendance that month) will not be refunded. Report cards and transcripts will be held if the student leaves the school owing tuition or fees.
- Unpaid tuition as of July 1 will place the student on the waiting list, regardless of registration status.
- A \$35 fee will be assessed to accounts not paid in full within 30 days.
- Children will not be permitted to attend school effective on the first day of any month in which his/her account is 60 days delinquent, unless arrangements have been made with the MLCA Administration.
- Senior students will be permitted to attend commencement and receive a diploma *only* if the account is paid in full.
- Exceptions to this policy may be made on a case by case basis as approved by the MLCA Administration or MLCA School Board.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_