



Tuition Payment Policy

1. To simplify accounting and collection procedures, all financial transactions are handled through FACTS Tuition. FACTS accepts payments through ACH or credit card payment. Credit card payments do incur an additional charge.
2. Accounts must be kept current to ensure uninterrupted enrollment.
3. Payments are due according to the tuition policy agreement. A late fee of \$20 will be assessed for all late payments.
4. When accounts are more than two months past due, the child(ren) will not be allowed to attend The Samuel School until the account has been brought current or an arrangement has been made.
5. Parents are responsible to communicate with school administration regarding tuition should an interruption in payment become unavoidable.
6. Tuition payments may be made in either of four formats:
 - 12 monthly – Beginning July 1st
 - 24 bi-monthly – Beginning July 1st
 - 1 annual – July 1st (5% discount applied)
7. Please see our school website for current tuition rates, scholarship information and discount options.
8. Parental Assistance Discount is available to families who can commit to one or more days a week for the purposes of assisting your child's teacher in the classroom. Please inquire if interested.
9. For students who cannot finish the school year, pro-rated refunds are left up to the discretion of the school board and are not necessarily guaranteed. They are considered on a case-by-case scenario.
10. A general return guideline the school follows based on the withdraw date is:
 - July 1 to 1st Day of School :
 - 25% of full tuition
 - During the 1st Trimester:
 - 50% of full tuition
 - After the 1st Trimester:
 - 100% of full tuition

* Tuition assistance is based upon recommendation after a needs analysis has been performed by FACTS. Details of tuition are to be reviewed at our first meeting after application has been received.