



SAINT ALBANS SCHOOL

TUITION AND FEES INFORMATION 2017-2018

The fee schedule below is an integral part of the enrollment contract between families and Saint Albans school. It is designed to provide flexible and manageable payment options, while at the same time, ensuring that tuition and fees are paid on a timely basis. If you have any questions about tuition, fees, or your bill, please contact the finance office at finance@saintalbansnyc.com.

Tuition and Fees 2017-2018				
Grade	PreK-2	PreK-3	PreK-4	K-Grade 8
Tuition	10,000	13,000	18,000	15,000
Materials Fee	300	300	300	300
Total	10,300	13,300	18,300	15,300

Payment Options and Due Dates			
<p>There are three payment options. Payment may be made in one single installment on August 1, 2017. In the alternative, payment may be made before the start of each term, with the first payment being due on August 1, and the second payment due on December 1. Finally, in order to assist families who would like a more flexible payment schedule, there is a ten-payment plan. Both the two-payment and ten-payment plans are subject to a 5% interest charge on the unpaid balance. Please note: These are the only payment plan options. Parents must elect one of these three plans when returning the enrollment contract.</p>			
Payment Plan	Option A: One Payment	Option B: Two Payments	Option C: Ten Payments
Due Date	August 1, 2017	August 1, 2017 December 1, 2017	The first day of each month beginning on June 1, 2017, and ending on March 1, 2018.
Amount Due	100%	60% on August 1 40% on December 1	One-tenth of the total balance due
Interest Charge	NA	5% on unpaid balance	5% on unpaid balance

Methods of Payment and Late Fees		
	Method of Payment	Late Fee/ Dishonoured Cheques
Options A & B	Payment may be made by check or credit card.	1.5% on unpaid balance of tuition and fees Dishonoured cheques will be subject to a \$35 bank fee.
Option C	Payment may be made by credit card or check. Families opting to use a credit card must complete the credit card authorization form. Families desiring to pay by check must deliver ten post-dated checks to the school office no later than May 1, 2017.	\$25.00 per month Dishonoured cheques will be subject to a \$35 bank fee.

After-School Programme Fees	Outstanding Balances
Registration for after-school programs will take place during the month of August. After-school fees are due in advance each month and will be payable on the first of the month (for example, September after-school fees will be due on September 1.) Students with outstanding after-school per fees will not be permitted to remain in after-school programs with unpaid balances.	All tuition and fee accounts must be paid in full by the end of each school term. Students with unpaid accounts on December 15, 2017, will not be permitted to attend class in January. Similarly, students with unpaid balances as of March 15, will not be permitted to return after the Easter vacation.

Choosing a Payment Plan
Attached to this information sheet is an election form. Families are requested to carefully review the payment information and return the enclosed election form with the signed enrollment contract. Once we receive your election, we will provide a bill reflecting the payment plan chosen and the due dates and payments required.

IF YOU HAVE ANY QUESTIONS CONCERNING FEES OR PAYMENT PLANS, PLEASE CONTACT THE FINANCE OFFICE AT FINANCE@SAINTALBANSNYC.COM

PLEASE MAKE SURE TO RETURN YOUR ELECTION FORM WITH YOUR ENROLLMENT CONTRACT.



SAINT ALBANS SCHOOL

TUITION PLAN ELECTION 2017-2018

Student Name(s): _____

Grade(s): _____

We elect the tuition option selected below for the 2017-2018 academic year:

- Option A:** 100% of tuition due on August 1, 2017.

- Option B:** 60% of tuition due on August 1, 2017
40% of tuition due on December 1, 2017
Interest of 5% on the unpaid balance.

- Option C:** Ten payments each of 10% of the tuition and fees balance.
First payment due on 1 June 2017.
Final payment due on 1 March 2018.
Interest of 5% on the unpaid balance.

Name of Parent:

Signature of Parent:

Date: _____

PLEASE RETURN THIS FORM WITH THE ENROLLMENT CONTRACT.