



Tuition Payment Policy

(2011 / 2012)

- 1.** Please send tuition payments to: Grace School of Leadership
Payments can be mailed or handed in directly at the school office.
Mailing Address: P. O. Box 1072 Starke, FL 32091
Physical Address: 2446 NE State Road 16 Starke, Florida 32091 (Please do not mail any correspondence to the physical address.)
- 2.** All accounts must be kept current for your child to continue attending school.
- 3.** Payments are due on the first of every month. If payments are not paid on or by the tenth of the month, a late fee of \$25 will be charged. If the payment is not made 30 days after payment is due, an additional late fee of \$40 will be charged.
- 4.** Payments are considered late if tuition is not received by the close of business on the tenth of each month.
- 5.** When accounts become more than 40 days past due, the student will no longer be able to attend school until the accounts are brought current or arrangements with administration have been made to bring them current. It is the parent's responsibility to communicate with the school administration if there are problems with tuition payments. We understand that situations can change and we are willing to work with you to help you out.
- 6.** Past due accounts will be turned over to a collection agency unless acceptable arrangements have been made to pay them.
- 7.** Any outstanding tuition fees/past due accounts at the end of the school year may prevent your child from being re-enrolled and receiving a report card.
- 8.** Tuition costs for the 2011–2012 school year are as follows:
\$300 a month / \$3000 for 10 month
\$300 a month / \$3300 for 11 month
\$100 a week summer day camp (to be determined)
- 9.** There is a \$150 application fee per child which must accompany a new application before it will be processed. All new applicants will be charged a \$50 testing fee. Application and Testing Fees are \$200 each per student for new students enrolling four weeks prior to the start of school. (One uniform, ID card, and print card are included in the application fee.)
- 10.** A non refundable re-enrollment fee is \$50.00 for the first child and \$25.00 for each additional child for returning families. After May 1st, the fee is \$150.
- 11.** There is a non-refundable \$200 technology fee per child which is charged every year. No discounts are available on the technology fee, and it is due in full, by August 15th.
- 12.** Tuition refunds may not be given to a student who has been asked to withdraw or has been expelled. Prorated refunds may be issued to students who are voluntarily withdrawn.

