



EASTERN CHRISTIAN SCHOOL

Tuition Billing Practices

This memo is to explain EC's Tuition Billing Practices.

Billing Cycle

The billing cycle is Aug-May (10 months). Families may opt to pay their tuition in 1,2,4 or 10 payments. EC uses the SmartTuition web based billing platform to bill and collect all tuition and fees.

Since the billing cycle begins in August, **ALL** families must pay their first month (tuition, fees and transportation) in advance of their child attending class. The Business Office will send notices prior to the start of the school year to families with outstanding balances reminding them that the first payment is required prior to the start of school. Waivers may be granted with prior approval of the Variable Tuition Committee.

Variable Tuition (VT)

Parents may apply for Variable Tuition (VT) through EC's outside service provider, Covenant Tuition Services. VT applications are due by May 31 to receive full consideration. Late applications may be processed with the understanding that the application fee is increased to \$50 and the VT award may be reduced due to limited funding. Families that receive a VT discount are subject to the following terms and conditions:

1. All payments must be for the full invoice amount due
2. All payments must be on time
3. Parents must immediately call the Business Office if either 1 or 2 above are not met
4. VT discounts may be rescinded if either condition 1 or 2 are not met
5. VT awards are determined on an individual basis. They are therefore confidential and may not be discussed with anyone other than authorized representatives of Eastern Christian School.

Early Pay Discounts

Eastern Christian School offers a 1.5% discount (on tuition portion only) to families that pay in full by June 30th and 1.0% discount for families that pay in full between July 1st and the first day of school. Full payment discounts are only applicable to families that do not receive a variable tuition award.

Capital Improvement Fee

Eastern Christian School assesses a \$1,000 Capital Improvement Fee per family to all new families entering in grades 5-12. The fee is due in year one and will be posted to the Smart Tuition account with the payment plan selected by the family.

New Students

A non-refundable tuition deposit of 5% is required at the signing of the contract for enrollment up until July 31st. After July 31st, the non-refundable deposit will increase to 10% of tuition plus applicable fees. The deposit will guarantee students a seat in the next year's class and will be posted as payment to their August invoice. Any

student attending the first day of class without full payment of the first month invoice must have the Variable Tuition Committee approval.

Mid-year new enrollment transfers must pay the first month tuition and fees in full prior to their child attending classes.

Past Due Balances

Families with unpaid balances from the previous school year will not be allowed to return the next school year without the consent of the Variable Tuition Committee. Prior year balances will be added to the Smart Tuition account for the current year. A payment plan for the unpaid balance may be put in place, but if a payment is missed the student may be asked to withdraw.

Late Fees

All families are expected to pay on time. Each family can receive, upon request, one late fee waiver per school year. The request must be made to the Business Office in writing within 30 days of the late fee assessment.

Accounts Receivable Meetings and Past Due During the School Year

Families with outstanding balances of more than 50% of the invoiced amount will be asked to make immediate payment or they may be asked to withdraw. Families that have made between 50-99 % of their payments will be sent a notice and may be asked to meet with the CFO. The school requests parents to contact the CFO if any payments will be late or less than the full amount due.

Mid – Year Terminations

- School initiated - Tuition will be prorated until last date attended. Any over-payments of tuition will be refunded within 10 days of termination date. Fees are non-refundable. Outstanding balances are due 10 days after termination and are subject to collection procedures.
- Family initiated – Families must give written notice to the Enrollment Office (admissions@easternchristian.org) 30 days prior to termination date. Tuition will be prorated until last date attended if 30 day written notice is given. Tuition will be prorated until last date attended plus 30 days if written notice is not given. Any over-payments of tuition will be refunded within 10 days of termination date. Fees are non-refundable. Outstanding balances are due 10 days after termination and are subject to collection procedures.

Contact Information

Business Office
Business@easternchristian.org
973.310.0415 or 973.310.0420

Chief Financial Officer
EricFenchel@easternchristian.org
973.310.0415

Admissions and Enrollment
admissions@easternchristian.org
973.427.4013