

The Woodlands Methodist School and Children of The Woodlands Financial Policy 2017-2018

1. *Tuition*: Tuition is paid through FACTS, our online payment processor. Three plan options are available for tuition payments—one payment, two payments or monthly. Students enrolling during the school year will be assessed prorated tuition based on their start date. A tuition plan must be accepted prior to beginning school. Tuition payment drafts occur on the 5th of each month.
2. *Incidentals*: Incidentals, such as student supplemental disposable workbooks, school activities, Eagle Club, lunch charges and late pick up fees are paid through FACTS. Payments are generally due on the 15th or 31st of the month and may be set for auto-payment.
3. *Registration Fees*: Application and enrollment fees are non-refundable. TWUMC members receive a \$100 per student discount on enrollment fees which is applied as a credit to the first tuition payment.
4. *Withdrawals*: Tuition obligation is based on the date of written withdrawal notification and is detailed on the schedule below.

<u>Withdrawal Notice on or before:</u>	<u>Tuition Obligation</u>
July 1st	Full refund of all tuition paid
September 1st	1/9 of annual tuition
October 1st	2/9 of annual tuition
November 1st	3/9 of annual tuition
December 1st	4/9 of annual tuition
January 1st	5/9 of annual tuition
February 1st	6/9 of annual tuition
March 1st	7/9 of annual tuition
April 1st	8/9 of annual tuition
May 1st	No refund

5. *COTW Late Pick Up Fee*: Students picked up after 1:10 for Toddlers/Twos, 1:45 for Threes/Fours/Spanish and 2:10 for Transition will be charged \$10 for the first ten minutes, then \$5 for each additional five minute increment thereafter. This fee is per child and will be added to the FACTS incidental account. In the event that car line dismissal runs long, late fees will begin after the completion of car line.
6. *TWMS Late Pick Up Fee*: Students not picked up promptly will be transferred to Eagle Club and charged the drop-in fee.