



**Financial Policy**  
**Effective 2024-2025**  
**School Year**

***Update for 2024-2025 Tuition Rates***

*Tuition for 2024-2025 will include recurring annual fees previously paid separately - curriculum, technology, electives, FACTS payment plan fees, and field trips (excluding overnight retreats and trips.) TWMS is also offering a tuition discount for families enrolling in annual or semi-annual payment plans.*

**Continuous Enrollment**

- TWMS uses continuous enrollment for our returning families. For those families planning to return to TWMS, their student(s) will be re-enrolled via FACTS without any additional enrollment steps required.
- Families not planning to return to TWMS must provide written notice of withdrawal by February 15, 2024 to avoid payment of the non-refundable enrollment fee.

**Registration Fees (Non-refundable)**

- Application fees are payable at the time of submission of online application.
- Enrollment fees for new students are payable at the time of submission of the online enrollment.
- Returning students will be billed for re-enrollment fees in March 2024 via their FACTS tuition account.

**Tuition**

- Tuition is paid through FACTS, our online payment processor. A tuition plan is selected during initial enrollment and remains in effect until the family chooses to make a change.
- Three plan options are available for tuition payments: one annual payment, two semi-annual payments or ten monthly payments.
- TWMS offers a \$300 tuition discount for families enrolled in the annual payment plan. For families enrolled in semi-annual payment, a \$100 tuition discount per payment will be applied in May and October.
- The first tuition payment is due May 1<sup>st</sup>; tuition payment drafts generally occur on the 5<sup>th</sup> of the month.
- The remaining nine monthly payments for TWMS are due June 1<sup>st</sup> through February 1<sup>st</sup>.
- All monthly tuition payments are **non-refundable**, including the monthly equivalent for any annual or semi-annual payment plans.
- The second payment for semi-annual payment plans is due October 1<sup>st</sup>.
- For students enrolling after school has started, annual tuition is prorated based on the date of enrollment.
- For students enrolling after May, June and/or July monthly payments were due, make-up payments for these months will be required with first tuition payment upon enrollment. If requested, the School Business Office will work with families that need additional time to catch up on the missed payments.
- Families that are delinquent on tuition payments as of July 1, 2024 will be un-enrolled for 2024-25.
- Late payments incur a \$15 fee; FACTS assesses a \$30 fee for returned payments.
- Requests for changes to payment plans must be made in writing prior to the 1<sup>st</sup> of the month for the next scheduled payment.
- Final Report Cards will be released when all outstanding balances are paid in full.

**Financial Policy (continued)**  
**Effective 2024-2025 School Year**

**Other Fees (Non-refundable)**

- **School activity fees** (such as Eagle Club, Athletics or Enrichment) are paid online at the time of registration for the activity.
- **Incidental fees**, such as Eagle Club drop-in fees or lost books, are billed through FACTS and are generally due on the 15<sup>th</sup> of the following month.
- **Late pick-up fees** - Students not picked up promptly will be transferred to Eagle Club and charged the same-day drop-in rate. Late fees are per child.

**Withdrawals**

- Monthly tuition payments are **non-refundable** once payment is made regardless of school attendance.
- For Annual and Semi-annual payment plans, the equivalent of monthly tuition payments is **non-refundable**.
- Tuition obligation is based on the date written withdrawal notification is received. To avoid paying a month's tuition, written withdrawal notice must be received by the School Business Office before the first day of the month the payment is due.
- For families that initially choose the option of one or two payments rather than monthly, refunds will only be provided for prepaid tuition for the equivalent of any remaining monthly tuition payments that occur after receipt of written withdrawal notice, regardless of attendance. *For example:*
  - *A family that chooses semi-monthly payments will pay ½ of annual tuition on May 1. If they withdraw as of August 1, they will be responsible for the equivalent of monthly tuition payments for May, June, and July, and will receive a refund of prepaid tuition for August and September.*
  - *A family that chooses annual payments will pay 100% of tuition on May 1. If they withdraw as of January 1, they will be responsible for the equivalent of monthly tuition payments for May – December and will receive a refund of prepaid tuition for January and February.*
- See attached chart for **Tuition Obligation Upon Withdrawal**.

**Tuition Obligation upon Withdrawal**

<b>Monthly Payments May 1 - Feb 1</b>	<b>Semi- annual payments May 1 &amp; Oct 1</b>	<b>Full Payment May 1</b>	<b>Withdrawal Notification by 1st day of:</b>	<b>Tuition Obligation*</b>
May	May 1 - 1st Half	May - Full	June	1 mo - 10%
June			July	2 mos - 20%
July			August	3 mos - 30%
August			September	4 mos - 40%
September			October	5 mos - 50%
October	Oct 1 - 2nd Half		November	6 mos - 60%
November			December	7 mos - 70%
December			January	8 mos - 80%
January			February	9 mos - 90%
February			March	100%
n/a			April	100%
n/a			May	100%

*\*For semi-annual and full pay plans, refunds will only be issued for the difference in payments made and tuition obligation.*