

2022-2023 TUITION RATES

	Annual	Monthly (12 payments)	Bi-monthly (24 payments)
Kindergarten - 4th Grade	\$8,454	\$704.50	\$352.25
Grades 5th -6th	\$8,604	\$717	\$358.50
Grades 7th - 8th	\$9,387	\$782.25	\$391.13
Grades 9th - 12th	\$9,627	\$802.25	\$401.13

TUITION PAYMENT PLANS

During online enrollment, families will select a tuition payment plan and set up automatic withdrawals from their bank account. The following options are available:

1. **Annual** – The Annual tuition plan is available to new and returning families who choose to pay their entire annual tuition amount in a lump sum. A discount of \$50 per student is offered to those opting for this payment plan if tuition is paid by June 1st.
2. **Monthly** – The Monthly tuition plan spreads the annual tuition over the twelve months, June – May. Tuition is due on the 5th day of each calendar month. For new families enrolling after June 1st, tuition may be spread over eleven or ten months, depending on the date of enrollment.
3. **Bi-Monthly** -The Bi-Monthly plan spreads the annual tuition over 24 equal payments with two per month, June – May. Tuition is due on the 5th and 20th of each calendar month. For new families enrolling after June 1st, tuition may be spread over 22 or 20 payments, depending on the date of enrollment.

*Please note: Payment plans will automatically renew each year. To change your payment schedule, please contact the Business Office at businessoffice@cpls.org. Bank account information can be updated by families in FACTS once payment plans are finalized.

SCHOOL PAYMENT POLICY

TUITION

Families are required to set up a tuition payment plan with FACTS. Automatic withdrawals from a family's bank account will occur per the schedule selected by the family. If a family brings a payment to the school, at least three business days before the scheduled withdrawal, the auto withdrawal will not occur. We are unable to accept credit or debit cards. In the event a family is unable to make a tuition payment, alternative arrangements may be allowed if the Business Office is contacted at least three business days in advance of the payment due date (e.g., the Business Office must be contacted by the end of the school day on Tuesday to change a payment due on Friday). To contact the Business Office, email businessoffice@cpls.org or call 785-232-3878.

Note: Tuition does not include before/after school care, sports participation fees, lunches, milk, fine arts competition fees, yearbook or school pictures.

INCIDENTAL BILLING

All incidental fees (athletics, fine arts, childcare, yearbooks, etc.) will be billed in FACTS. Invoices will be emailed once charges are added to your account. Incidental billing may be set up for automatic withdrawals. Invoices will always be due on the 20th of the month. Statements will be emailed on the 1st of each month.

PREPAY (HOT LUNCH)

Every family will be set up with a FACTS prepay account for hot lunch. Hot lunch accounts are shared by siblings and need to be pre-funded. Money can be added electronically from a family's bank account via FACTS, or by cash/check at the school. When a lunch account balance goes below \$10, a daily email reminder will be sent to the financially responsible parent. If an account is negative, students will not be allowed to purchase items from the ala carte until the account is brought current.

PAST DUE ACCOUNTS

- Any payment made to CPLS will be applied towards the oldest balance, with tuition being paid first.
- Withdrawals that fail due to insufficient funds will result in a \$30 NSF fee which will be automatically withdrawn 4 business days after the failed withdrawal. The scheduled withdrawal will be attempted again in two weeks.
- Student activities (athletics, fine arts, tours) may be suspended when any balance is 30 days past due.
- Once an account is 30 days past due, families will not be allowed to incur incidental charges until the past due balance is paid.
- Grade cards may be withheld and FACTS Family Online/ParentsWeb access disabled if balances are due at the end of the quarter/semester/school year.
- Families may be required to meet with the Chief Administrator and Finance Director if account balances are 60 days past due to establish a payment plan.
- Families may be unenrolled if account balances are 60 days past due and the established payment plan agreement is not met.

TUITION REFUND POLICY

The June payment (or 1/12th of the annual tuition amount) is non-refundable. **Thirty days' notice** is required for parents withdrawing their student(s) during the school year. Tuition will be prorated over the number of school days in session, with a withdrawal date of 30 days after notice is given. Any amounts overpaid will be refunded net of any fees or balances due to CPLS for fine arts, lunch, athletics, before/after school care or missing/damaged school materials or property. Please note: All student billing accounts must be paid in full before Cair Paravel will release academic records/transcripts to another school.