



**Financial Policies**

**SCHEDULE OF TUITION AND FEES**

**Tuition**

Signature Program

Grammar School (K-5 <sup>th</sup> Grade):	\$6510
Logic School (6 <sup>th</sup> -8 <sup>th</sup> Grade):	\$7900
Rhetoric School (9 <sup>th</sup> -10 <sup>th</sup> Grade):	\$8350

Multi-Student Discounts

2 <sup>nd</sup> Student:	15% Discount
3 <sup>rd</sup> Student:	40% Discount
4 <sup>th</sup> Student and after:	50% Discount

**Additional Costs**

- There will be additional costs for the procuring of textbooks and other school supplies (pencils, erasers, dress code compliant clothing, etc.). A list of required textbooks and materials will be provided before the start of the school year.
- A Standardized Testing Fee of \$25 will be assessed in Spring for all students in 1<sup>st</sup> grade and above.
- Additional fees may apply for student activities (field trips or other events).

**PAYMENT POLICIES**

Providence uses the FACTS tuition management system for processing tuition payments. Each family is required to create a FACTS account if they do not already have one.

**Payment Plans**

A family will select a payment plan during FACTS account setup at registration. There are three possible payment plans for families to choose from:

Plan	Description	FACTS Fee
Single Payment Plan	Full tuition paid prior to the start of school	N/A
Two Payment Plan	Half tuition paid prior to each semester	\$25
Twelve Payment Plan	Monthly payment plan over 12 months (May-June) <i>If registering after June, the balance will be split over the remaining months in the school year.</i>	\$55

**Additional FACTS Fees**

Returned Payment	\$30
Credit Card Transactions	2.5% convenience fee

**Withdrawal and Refunds**

Providence makes commitments to faculty, staff, and facilities long before the start of a new school year. These annual obligations continue even if a child withdraws from Providence. Should a change in circumstances necessitate retracting your child's enrollment, written notification of intent to withdraw must be given to Providence. However, withdrawal does not release you from the tuition agreement established in the registration process. If it becomes necessary to withdraw your child, the following schedule applies:

Withdrawal Date	Amount Due
Prior to June 1	One Month Tuition
Prior to August 1	Two Months Tuition
After beginning of semester	Full Tuition for current semester

**Important Notes**

- For multiple students, the largest discount is applied to the student with the lowest tuition. In other words, the student with the highest tuition liability is considered the "1st student".
- Tuition will be pro-rated for students enrolling after the school year is already in progress. Tuition is calculated based on the starting month the student enrolls. For example, a student starting anytime in January would owe half of the tuition price. The above withdrawal policies still apply.
- If payments become delinquent by 30 days, the student may not be permitted to return to school until the balance is brought current.
- If a student withdraws or is expelled from Providence, the student's records will not be released until the required tuition balance is paid in full.
- Exceptions may be made to the withdrawal policies for active military members who receive duty orders requiring the family to relocate or for families in full time ministry who are entering the mission field.
- Exceptions to the withdrawal policy may be made for a job change causing a financial hardship on approval from the Providence Board. A request for an exception must be submitted in writing with documentation of hardship to the Providence Board for consideration.
- Events beyond control of the school (i.e. natural disaster, fire, widespread illness, armed conflict, etc.) do not remove the obligations laid out in this financial policy provided the school continues to operate (in person or remotely).