

II. ARTICLE 2 - FINANCIAL POLICIES AND PROCEDURES

A. TUITION

1. The total annual tuition can be paid at the beginning of the year or over a 10-month payment plan. The payment plan divides the total amount into 10 equal amounts due from August through May. The first payment is due the first day of school.
2. Tuition accounts are due on the first of each month unless an alternate date has been established. The account is delinquent if not paid before 10 days after the due date. Delinquent accounts are charged a \$25 late fee.
3. Tuition accounts must be kept current. Students whose accounts remain delinquent for 45 days will be suspended from extra-curricular activities. After 60 days students will be suspended from the classroom. If a payment will be late, please make arrangements with the bookkeeper. Students may not start a new school year until the previous year's balance is cleared.
4. Tuition payments may be mailed or dropped off at the Business Office. Credit cards are also accepted.
5. If you pay with cash, please make your payment directly to the PCA Business Office. Please bring the correct amount since change is not always available. You may pay with a credit card in person.
6. Do not include miscellaneous costs such as yearbook, school pictures, school trips, Mom's Cafeteria, athletic fees, etc., with your tuition. Separate checks are required.
7. More than two insufficient checks returned from your bank may result in your account being put on a "cash only" basis.

If you have any questions regarding your tuition costs and/or payment schedule, please feel free to call the bookkeeper in the Business Office at 296-6034.