

Refunds and Delinquency of Payment Policy

Tuition, club fees, after school fees, and other events that have a cost associated with them at MACS is set on an annual basis, based on the school's operating budget. The rationale for the following policy is based on full enrollment of the programs projected by the Board of Trustees for each fiscal year.

TUITION REFUND POLICY

For any tuition based program MACS may offer, the following will apply:

1. The first month's tuition (for September of the new school year) is required at the time of the registration deadline. This first payment secures your child's spot in the program and is non-refundable.
2. Remaining installments must be paid in advance with a due date of the 1st of each month and a payment grace period up to the 10th of each month. If the school is not open on the due date, payments are due the following business day.
3. Because tuition is an annual fee, no refunds are given for illness, vacations or snow days whether or not those days are made up.

Student Withdrawal

1. If a child has attended any days after the 1st of any month, that month's payment is not reimbursable. For example, if a child withdraws on November 5th, the tuition for the month of November is non-refundable.
2. For the Kindergarten Enrichment, 100 % of the total tuition will be charged to families who withdraw after the start of the third trimester.

DELINQUENT TUITION AND FEES

3. If tuition will be late for any reason, it is necessary to communicate to the Director. It is the policy of MACS to be sensitive to family financial realities. Confidentially, the MACS Director work with the family to establish an individualized payment plan.
4. If tuition is paid after the 10th of the month, you will be assessed a 10% monthly late fee.
5. If tuition is delinquent 2 months, and a payment plan has not been arranged with the Director, the student may be considered withdrawn from the program until the tuition is paid in full along with all assessed late fees.
6. If tuition is delinquent 3 months, and a payment plan has not been arranged with the Director, then the student will be permanently removed from the program.

PARENT RESPONSIBILITY FOR FEES, TUITION OR OTHER EVENT

7. In a case where parents have separate homes, MACS asks that one parent is designated, in writing, as parent responsible for the tuition payment.
8. Any payment returned for insufficient funds must be remitted to the school with a cashier's check or a money order. The parent will also be assessed a \$25 return check fee.
9. After two (2) returned payments MACS will accept only money order or cash payments.
10. Outstanding fees not collected by the last day of school will be submitted to the Nashua Small

Claims Court.

11. The school reserves the right to ask a parent to withdraw his/her child from any program if the tuition fee or other fees are not paid on time, in accordance with the policy.
12. If a parent withdraws a child from the school and has an outstanding balance or unpaid fees, the school reserves the right to take the responsible party to Small Claims Court.
13. Should a parent fail to comply with the policy, the school reserves the right to withdraw the student from MACS. The student will then be subject to re-enrollment procedures and the lottery for the following school year. If the past due account is not paid in full, they will not have met re-enrollment requirements to be considered for the lottery.

Clubs, Field Trips, Hot Lunch, Camp and Other Miscellaneous Program Fees:

All club, field trip, hot lunch camp and/or fees must be paid, in full, prior to the start of the program or participation in an event.

It is the parent's responsibility to advise the Director before the event if there are any problems with making a payment or if tuition assistance may be needed. Unfortunately, we can not offer any assistance with hot lunch at this time.

Any parent late picking a child up from school (after 4:00pm) will be charged the daily rate for after school care.

There are no refunds for camps, hot lunch, clubs, program fees or field trips, no exceptions.

Approved on: 3/15/17