

# MARQUETTE MANOR BAPTIST ACADEMY

333 75<sup>th</sup> Street | Downers Grove, Illinois 60516

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## 2017-2018 FINANCIAL INFORMATION

Grades 1-12

### Enrollment Fees (non-refundable):

For current students who are re-enrolling <b>by</b> March 31, 2017 .....	\$75.00 per student
For current students who are re-enrolling <b>by</b> June 1, 2017 .....	\$150.00 per student
For current students enrolling <b>after</b> June 1, 2017.....	\$200.00 per student
For new students enrolling <b>by</b> June 1, 2017 .....	\$100.00 per student
For new students enrolling <b>after</b> June 1, 2017 .....	\$150.00 per student

### Book and Activity Fee (non-refundable) due June 1, 2017

(or with registration for those enrolling after June 1):..... \$275.00 per student

**Fundraising Fee due December 1, 2017** ..... \$75.00 per student  
(can be completely offset by participation in annual fundraiser with sales of at least \$125)

### Tuition for Grades 1-12 (ten-installment plan, August-May):

One student per family .....	\$510.00 per installment
Two students per family.....	\$935.00 per installment
Three students per family.....	\$1,280.00 per installment
Four or more students per family .....	\$1,530.00 per installment

### Secondary Surcharges (ten-installment plan, August-May):

Junior High surcharge per student (Grades 7-8) .....	add \$50.00 per installment
Senior High surcharge per student (Grades 9-12).....	add \$60.00 per installment

### Late Stay (monthly rate for five days per week):

3:00 PM – 4:30 PM.....	\$162.00 per installment
3:00 PM – 6:00 PM.....	\$278.00 per installment

*Late Stay is only available on days when school is in session.*

**Note:** A charge of \$6.00 per hour (or partial hour) will be assessed through 6:00 PM for each child who is not picked up on time. Late Stay is not provided after 6:00 PM. Children who have not been picked up by 6:01 PM will be charged \$5.00 for every 15 minutes until they have been picked up. After the 5<sup>th</sup> occurrence, rates will increase to \$10.00 per quarter hour and \$15.00 per quarter hour after the 10<sup>th</sup> occurrence. Unless other arrangements have been made, students who utilize Late Stay ten or more times in a given month will be billed on the installment plan for that month and the remaining months of the school year. A \$35.00 charge applies to all Late-Stay plan changes after July 31<sup>st</sup>.

### Other Fees

Sports .....	\$100.00 per student per sport
Instrument Rental.....	\$100.00 per year
Private Piano/Instrument Lessons .....	\$19.00 per lesson
School Camp (Grades 7-12).....	\$200.00 per student
Twelfth Grade Graduation .....	\$60.00 per student

**SEE REVERSE**

## FINANCIAL POLICIES

**GENERAL POLICY:** Tuition rates are based on the school year and not the number of school days. Rates remain the same whether there is a holiday, your child is sick, for days off (whether scheduled or non-scheduled), or for family vacations. There are no financial adjustments. All accounts must be current before registration will be accepted for the next school year.

**PAYMENTS:** The yearly tuition and fees are divided evenly into ten installments, beginning in August (due August 1) and ending in May. A billing statement will be mailed to you by the end of each month. All payments must be made to the Business Office. Acceptable forms of payment are check, cash, money order, Visa, or Master Card. All payments made by credit card will be assessed a 2.3% non-refundable service fee on the balance due, added at the time of payment. All credit card payments, along with any payment where a receipt is required, should be made in person during Business Office hours (8:00 AM – 4:00 PM). Other forms of payment may be mailed or placed in the tuition drop box outside the Business Office door.

**LATE PAYMENTS:** All payments are due on the 1<sup>st</sup> of each month. Accounts will be assessed a \$10.00 fee, or a 1.5% penalty on the balance due, whichever is greater, for payments received after the 15<sup>th</sup>. If a payment is not received by the last day of the month, the student(s) will not be permitted to attend class until arrangements are made with the Business Office. There will be a \$25.00 fee assessed for non-sufficient fund checks.

**NON-REFUNDABLE CHARGES:** Tuition (for that installment), enrollment fees, and book and activity fees are not refundable.

**DELINQUENT ACCOUNTS:** School records and report cards will be withheld until tuition and fees are paid.

**WITHDRAWAL:** The Academy Office must be notified in writing by the 15<sup>th</sup> of the month prior to withdrawal. Please state the date of notification, date of withdrawal, and reason for withdrawal. Students attending one or more days of any month will pay that month's installment. Whether the student voluntarily withdraws or is requested to withdraw by the administration, no refund of the registration fee, book and activity fee, tuition or childcare fees will be given. Please see the Parent/Student Handbook for further information regarding a withdrawal interview.