

TUITION, FEES, AND PAYMENT POLICIES 2017-18

Application Fee

There is a one-time, non-refundable, non-transferable fee of \$50 per child that must be submitted with each completed application for admission to Pinecrest School. (This does not apply to returning students or their siblings or campers.)

Annual Registration Fee

Once accepted, there is a non-refundable, non-transferable registration fee of \$210 per child for new students and a \$160 non-refundable, non-transferable reenrollment fee for returning students. Once the registration contract and fee are received, the child has secured a place in the class. Financial aid does not cover this fee.

Tuition and Tuition Installments

	First Tuition Installment <i>(Due February 28, 2017 for returning students/ Due one month from the date on acceptance letter for new students; non-refundable, non-transferable)</i>	Nine Tuition Installments <i>(2017: September, October, November, December; 2018: January, March, April, May, June – each due on the 1st)</i>	Total Annual Tuition
Preschool – new student (half day)	\$745	\$745	\$7,450
Preschool – returning student (half day)	\$695	\$695	\$6,950
Kindergarten – Grade 6 (full day)	\$1,530	\$1,530	\$15,300

Annual tuition is divided into ten equal installments for all students. For **returning students**, the first installment is due by check by Tuesday, February 28, 2017; the registration contract and registration fee should be submitted and paid online also by Tuesday, February 28, 2017. Registration contract link provided by the school office. For **new students**, the first installment is due one month from the date on the acceptance letter; the registration contract and registration fee should be submitted and paid online within the same time frame. Registration contract link to be provided in the acceptance letter.

The following nine installments are due on the first of the month in September, October, November and December 2017 and in January, March, April, May and June 2018. As a courtesy to families, a 2017-18 tuition payment is not due in February 2018 because your child's first tuition installment for the 2018-19 school year will be due that month with the 2018-19 registration contract.

Prorated Tuition For Students Beginning After First Day of School

Tuition is only prorated for students whose first day of school is after August 28, 2017. No tuition fees will be charged for any full months that a child has not attended Pinecrest School. If a child starts on any day of the first half of a month, the full tuition installment will be due for that month. If a child starts on any day of the second half of the month, one half of the tuition installment will be due. When dividing months into the first and second halves, months with thirty days will be counted from day one to day fifteen for the first half and from day sixteen to day thirty for the second half. Months with thirty-one days will be counted from day one to day fifteen for the first half and day sixteen to day thirty-one for the second half. Regarding the month of February during a Leap Year, February will be divided into two halves of fourteen days. Every day of the month is counted, regardless of whether school is in session that day.

Tuition Reductions

Families with multiple children enrolled at the school will pay full tuition for their oldest child and will enjoy a 15% reduction on each additional child's tuition.

If the total annual tuition is paid in full on or before (including postmarked by) Thursday, August 31, 2017, a three percent (3%) tuition reduction will be applied.

Financial Aid

Need-based financial aid for tuition is available for K-6 students only. Financial aid forms (one per family) should be submitted with application forms for new students or with registration contracts for returning students. All financial aid request forms must

be accompanied by the most recent U.S. Federal Tax Return. Please ask the Head of School or Admissions Associate for a financial aid form. Financial aid and scholarships do not include any fees, supply list items, care or camp. All financial aid and scholarship inquiries, discussions and decisions are confidential.

Annual Supplies

Tuition rates cover all regular classroom activities and most field trips. A supply list will be sent to you over the summer by your child's teacher. Supplies should be brought to school by the first day of school in September. Financial aid does not cover supplies on the supply lists.

Annual Books, Materials, and Snack Fee

This fee is per child and is non-refundable and non-transferable; it is not prorated or discounted. Scholarships and financial aid do not cover this fee. This fee is due by Friday, September 1, 2017.

Preschool Snack and Materials Fee – \$150

K-6 Books and Materials Fee – \$275

Tuition Late Charges

Tuition must be received by Pinecrest School by the first day of each month. A \$50 late fee is charged if tuition payment is not received on or by the fifth day of the month. An additional \$50 will be assessed after payment is 30 days late. If more than two tuition installments are late during the school year, the Board of Directors Finance Committee shall, at its discretion, require tuition installments to be made more than one month in advance. There will be a \$25 charge for any returned checks. Should more than two checks be returned during the school year, the Board of Directors Finance Committee shall, at its discretion, require payments to be made in cash, money order, cashier or certified check.

Before-Care Fees

Preschool and K-6 before-care is available from 7:30-8:35 a.m. for half-day preschool and full-day K-6 students currently attending Pinecrest School. Preschool and K-6 before-care is billed at a rate of \$10 per student, per day (regardless of how much time is used per day). Families with multiple children enrolled in the same before-care program at the same time will pay full fees for their oldest child and will enjoy a 50% reduction on each additional child's fees. Charges will be billed at the end of each month. A \$50 late fee will be applied to any before-care fees not paid a month after receiving the bill. An additional \$50 fee will be assessed every 30 days. Any family wishing to use the before- and/or after-care program at any point during the school year must complete a before- and after-care registration form per family. There is no registration fee for any forms received prior to August 14, 2017; families turning in this form August 15 or later will be billed one annual \$25 registration fee for both programs.

After-Care Fees

Preschool after-care is available from 12:05-6 p.m. for half-day preschool students currently attending Pinecrest School. K-6 after-care is available from 3:35-6 p.m. for full-day K-6 students currently attending Pinecrest School. Different staff members supervise the two after-care groups; they are not combined. Any family wishing to use the before- and/or after-care program at any point during the school year must complete a before- and after-care registration form per family. There is no registration fee for any forms received prior to August 14, 2017; families turning in this form August 15 or later will be billed one annual \$25 registration fee for both programs.

Unlimited Attendance: Preschool Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the preschool after-care program, billed at \$725 per student, per month. K-6 Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the K-6 after-care program, billed at \$325 per student, per month. A \$50 late fee is charged if the Unlimited Attendance After-care payment is not received by the fifth day of the month. An additional \$50 will be assessed after payment is 30 days late.

Drop-In or Scheduled Attendance: Preschool or K-6 Drop-In or Scheduled Attendance is billed at a rate of \$10 per student, per hour. Charges will be calculated in half-hour increments and billed at the end of each month. A \$50 late fee will be applied to any after-care fees not paid a month after receiving the bill. An additional \$50 fee will be assessed every 30 days.

Families with multiple children enrolled in the same after-care program at the same time will pay full fees for their oldest child and will enjoy a 50% reduction on each additional child's fees.

After-Care Late Pick-Up Fees

A \$10 late pick-up fee is charged if the child is picked up between 6:00-6:10 p.m. An additional \$1 per minute is charged after 6:10 p.m. This late fee is per child. Advance notice of late arrival by the parent does not nullify the late fee. Frequent late pick-ups may cause the child's dismissal from the program.

Financial Inquiries

If you have any questions relating to school payments, requests for receipts or any school financial matters, please contact business@pinecrestschool.org or 703.354.3446.

1/18/2017