

School Tuition Policy Letter

My Schoolhouse, LLC.

Introduction

At My Schoolhouse, LLC. or MY SCHOOLHOUSE, also referred to as MSH, believe that our tuition payments are an investment in your child's education and the formation of their self-development and academic foundation. Therefore, School Trustees accept responsibility for recommending to the Director and Principal policies concerning the amount of tuition, the manner of payment, and, in general, the development of this tuition policy. Furthermore, it is the responsibility of the Trustees to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Fees

1. Initial Fees are those such as Registration and Supplies paid directly to the school. These fees are due at the time of registration. Registration fees are non-refundable.
2. The purpose of the Registration Fee is to secure your student(s) a place in our school and support your child's academic subscriptions. This fee is non-refundable. No student is allowed to attend class until this fee is paid in full. Books are purchased by the parent. The parents must purchase all class text books prior to the first day of class.
3. The payment of Tuition allows your child to receive education at MY SCHOOLHOUSE, LLC. We place a high value on the instruction that we provide therefore fees are in place in an attempt to cover the costs of this education. Tuition fees are paid either by a one-time annual payment directly to the school or by monthly payments through our tuition management company, TUTION EXPRESS through Procure. There are also other payable fees that are associated with extra-curricular activities.

Tuition Payments

1. Tuition payments begin no later than August of each school year for annual payments or on the first of each serviced month. Payments are paid in advance before rendering of service. Payments are normally based on a 10-month payment plan. MY SCHOOLHOUSE, LLC. has an agreement with a tuition management organization called TUTION EXPRESS through Procure. Under this plan, parent enrolls with TUTION EXPRESS and the company deducts the monthly tuition from the individual's financial institution on the first of the month or as agreed. Late fees will be applied after the third day of the month, except for enrolled Tuition Express payments. MY SCHOOLHOUSE does not reap any financial benefit from Tuition Express or Procure.
2. There are basically three methods of payment for tuition.
 - a. Full payment. Under this option the entire amount of tuition is paid on or before August 1st of each school year. This payment is made directly to the school office and not through the TUTION EXPRESS. Lump sum payment cancellations due to withdrawal are subject to a \$150 service fee and refund payment is made to parent as funds become available.
 - b. Monthly Payments through TUTION EXPRESS. Under this plan the entire amount of tuition is paid monthly through the Procure and Tuition Express. This plan is an automatic payment plan made directly through your checking account or statement savings account. Those who agree to this plan authorize TUTION EXPRESS to deduct through their financial

institution automatic monthly payments on either the 1st or the 15th of each month. Payment plans must begin no later than the enrolled date.

Those that enroll after the 15th of the month will have prorated. Cancellations and withdrawals are considered under our tuition refund policy.

c. Monthly payments directly to the school. If parents do not wish to enroll in TUITION EXPRESS, may make payments directly to the school. However, under this plan there maybe additional administrative processing fee added to the tuition. Please note the school tuition price for details.

Late Registrations

1. Families registering after August 1st are expected to fulfill their tuition obligation according to the tuition policy stated above.
2. Tuition for students registering on or after the first day of school is prorated over the number of school days they will attend according to a formula established by the administration.

Late Payments

It is the responsibility of each school family to keep the Administration informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition paid. Without such information, the following policy will apply when tuition payments are received late.

Full Payment

Parents that elect this option pay the school the full amount of tuition no later than August 1st or enroll with TUITION EXPRESS. Tuition refunds for the later withdrawal of the student under this plan are subject to our Tuition Refund Policy.

Monthly Payments

School Families who choose the monthly payment plan and miss a monthly payment due to insufficient funds are assessed a \$25.00 missed payment fee by TUITION EXPRESS as well as incurring a fee from their own financial institution.

Tuition Assistance

Normally tuition assistance for needy families is not available. However, prospective parents should make any requests for such assistance at the time of registration. Should funds become available we will judge each request based on information provided and other data available to the administration.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the Principal as soon as possible when they are anticipating economic difficulties.

Non-Admission Due to Tuition Payment Delinquency

Any school family failing to pay their tuition according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school will have their children withheld from class until the situation is corrected. The Administration will inform parents when this situation is reached. Parents that depart from MY SCHOOLHOUSE, LLC. with outstanding balances will not have transcripts forwarded to the student's next school until financial restitution is completed. Also, students are not allowed re-admittance until all outstanding financial obligations are met.

Deadlines for student's timely enrollment for the first day of school in September:

August 1st:

Payment of Registration for each student. Enrollment in TUITION EXPRESS or full payment of tuition for the year

First Day of School:

Students report with all textbooks which parents have purchased prior to the start date.

December 15th:

Payment of the second semester or continued successful payments through TUITION EXPRESS.

May 5th:

Any student delinquent in payments of any type will not receive report cards, transcripts, or academic evaluations or promoted or graduated from MY SCHOOLHOUSE.

Delinquent Tuition from Previous Years

Any unpaid tuition from previous school years prevents re-enrollment in MY SCHOOLHOUSE. Under this criteria, a parent must pay all previous outstanding fees prior to enrollment and said parent is automatically placed in a financial probation status.

REFUNDS

Tuition

Any family that desires to withdraw their student(s) must notify the school in writing of their intentions as soon as possible. Families that have paid the entire year in advance that withdraw prior to the first day of school are refunded the amount of tuition paid for the current school year minus a \$150.00 service fee. In addition, there are times that the repayment of these funds must wait until said funds become available. After the first day of school tuition is not refunded for that month even if the student only attends one day of class. Those who have enrolled through TUITION EXPRESS are advised that canceling through TUITION EXPRESS requires at a minimum of 14 working days advance notice prior to the automatic deduction date of either the 1st or the

15th. Any student that attends at least one day of class for that month is charged for that month's tuition. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of student from MY SCHOOLHOUSE, LLC.

Other Refunds

Registration is non-refundable.