PARKER SCHOOL BILLING POLICY

TUITION AND INCIDENTAL CHARGES

1. All tuition and incidental charges will be billed to families via their school account.
2. For incidental transactions that do not include immediate payment, charges incurred during a given month will be billed at the end of that month and payment is due by the end of the following month.
3. Families can restrict charging privileges for students. Contact the Business Office for more information.

MONTHLY STATEMENTS

1. Statements will be sent early in the month, with payment due by the end of the month.
2. Statements will be emailed to families for no charge, or via postal mail for a one-time fee of $20.

PAYMENT OPTIONS

1. Cash, check, and credit card payments may be made in the Business Office.
2. Visa, Mastercard, Discover, and American Express credit cards are accepted. Credit card payments will incur a 3.6% service charge on all payments.
3. There are no fees for automatic or one-time ACH payments made through the Business Office.
4. Credit card payments will also be accepted through our online payment portal (Please see monthly invoice for link to payment portal). Credit card payments made through our online payment portal will also incur a 3.6% service charge.
5. Families are responsible for ensuring that accounts contain sufficient funds to pay the monthly statement balance.

LATE PAYMENTS

1. Payments that are returned due to insufficient funds will be subject to a $29 Returned Payment Fee.
2. Accounts with balances that are 61+ days past due will be considered delinquent. The Business Office will send a formal notice of delinquency at this time and student charging privileges will be suspended until the balance is paid. Delinquent accounts are subject to a $29 late fee per the school's terms and conditions in the Enrollment Contract. Families with balances that are 61+ days past due are required to meet with the Accountant or COO to discuss a payment plan to resolve the past due balance. Automatic payments via bank account or credit card may be a requirement of such arrangement.
3. Students with accounts in delinquent status at the start of the school year are not permitted to attend classes until the account is brought current.
4. If an account becomes 90 days past due or a payment outlined by the delinquency payment plan is missed, the student may be suspended from classes and all school activities until the tuition account is brought to a current status.
5. Families with a pattern of delinquencies will be subject to restrictions such as: mandatory automatic payments, loss of charging privileges, or required upfront tuition payments.
6. Students with delinquent accounts may have their future year enrollments and financial aid awards held or revoked if accounts are significantly past due.