



St. Matthew Lutheran Church & School  
Hawthorn Woods, IL

## **Tuition, Fees and Extended Care Payment Policy St. Matthew Lutheran Church Members & Non-Members**

### **Tuition Payment Plans**

- Tuition and fees are payable by any of the following methods: cash, personal checks\*, certified check, money order, automatic bank debit, Visa, MasterCard, American Express, Discover, or debit card. Note: A 4% processing fee will apply for debit and credit card transactions.
- Tuition is paid in nine monthly payments from September through May. Tuition statements will be provided monthly.
- Tuition, fees and extended care charges will generally be invoiced by the 20<sup>th</sup> of the month, are due on the 1<sup>st</sup> of each month, and are considered late after the 15<sup>th</sup> of the month. A \$25.00 late fee will be assessed to payments made after the 15<sup>th</sup> of the month in which it was due.
- Past due tuition, fee, extended care charges and other billed amounts will be handled in the following manner:
  - After one delinquent payment, a letter will be sent at the end of the month itemizing the past due amount including the \$25.00 late fee. This payment must be made by the end of the following month or another late fee will be applied to the account.
  - After the second consecutive non-payment, the family will receive a phone call and will be sent a follow-up letter stating that their child/children will not be permitted to attend school after a third consecutive non-payment. An additional late fee of \$25.00 is charged for each month tuition is past due.
  - It is the family's responsibility to contact a member of the Board of Christian Education to discuss these matters. The Board of Christian Education, Principal and Pastors will discuss hardship situations, and these cases will be held in the strictest of confidence.
  - All school tuition, fees and charges are to be paid in full by the end of the school year or the student will not receive the end-of-the year report card and/or diploma.
  - Tuition and all fees and charges for the prior school year must be paid in full before students are allowed to return for the next school year.

\*NSF checks: There is a \$25.00 charge for checks returned as Non-Sufficient Funds.