

Billing Procedures - Fairmont Private School

Academic Year 2012-2013

Our billing procedures and payment options have been developed for the convenience of Fairmont's parents. Please note that all payment discounts will be forfeited if not paid by the due date or if a check is returned due to non-sufficient funds.

Credit Card - Credit cards are accepted for one payment plan and two payment plan options as well as tuition deposits and other fees. Please note that credit cards are not accepted for the ten payment plan option.

Tuition Refund Plan - All Fairmont families are automatically enrolled in the Tuition Refund Plan underwritten by A.W.G. Dewar Insurance Agency. The Plan pays benefits (subject to its terms, conditions and limitations) to the school should your child withdraw before the end of the school year. For more information about your coverage under the Plan, please see the Tuition Refund Plan leaflet included in your admissions or re-enrollment materials or available from your Campus Admissions Director.

PAYMENT OPTIONS

Option A - One Payment Plan

Submit one payment for total charges due July 1, 2012. Discount will be forfeited if payment is not received by due date.

Option B - Two Payment Plan

Tuition is paid in two installments: 60% of the tuition is due on July 1, 2012. The remaining 30% is due on December 1, 2012. Discount will be forfeited if payment is not received by due date.

Option C - Ten Payment Plan*

Submit payments by cashier's check, personal check or money order for 10 installments, August through May. Payments are due on the 1st of each month. A \$20 service fee will be added to each installment.

*Credit cards are not accepted for this payment option.

Option D - Ten Electronic Fund Transfers (EFT)

Families who wish to use EFT to make tuition payments, need to complete an authorization form and submit it at contract signing. This form will allow Fairmont to deduct payments from your bank account on or before the 5th of every month. Returning families, who used EFT for the 2011-2012 school year, only need to complete the authorization form if their bank account information has changed; otherwise, your account on file will be charged. There are 10 EFT payments for the year, August, 2012 through May 2013.

ASSESSMENTS

- A \$35 late fee will be charged if your payment is not received by the 10th day after payment is due.
- A \$35 fee will be assessed for each returned check or unaccepted electronic payment. More than one (1) returned check or unaccepted automatic electronic payment may result in a deposit requirement of three (3) month's tuition and fees.
- For preschool parents: We must assess a \$35 processing fee after (3) or more changes to your preschooler's schedule. Please plan your child's schedule carefully.
- Any change in payment option or method must be made in writing.

Tuition Refund Plan - Fairmont Private School

Academic Year 2012-2013

FAIRMONT'S TUITION REFUND PLAN

Investing in your child's education is an important commitment that you make in advance of the beginning of the academic year. Occasionally, this commitment must be broken for unforeseen circumstances such as a job transfer or prolonged illness. Fairmont makes commitments for operational expenses (salaries, books, supplies, insurance, etc.) prior to the start of each school year. When a student leaves Fairmont, for whatever reason, there is a significant impact on our ability to meet those obligations.

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FILING A CLAIM:

1. Submit Insurance Claim Form (available from your Campus Admissions Director) on or before the time you withdraw your child. Return the original form--photocopies, scans or faxes are not acceptable.
2. Fairmont's Accounting Department officially files your claim with A.W.G. Dewar. The Insurance Company remits payment to Fairmont within 30-60 days.
3. Fairmont submits your final statement either of two ways: 1) issuing a check for the credit on your account or 2) issuing a bill for the balance on your account. If a balance remains on your account, you have 7 days to arrange for payment or Fairmont may pursue further collections efforts.

PLEASE SEE REVERSE