



FEES & TUITION STRUCTURE

REGISTRATION

REGISTRATION & ADMISSION FEE

\$450

The first registration fee is due upon enrollment. Each continuing family pays the annual registration fee in the spring to reserve placement for the following school year.

PLANS & PAYMENT OPTIONS

Plan	Rate	Payments Per Year	Due	Payments Accepted
12- Month Prepaid Discounted	\$15,950	1	30 days after child's enrollment date	Online Payment Types through Procure: ACH Credit Card Debit Card Manual Payment Types: Cash Check Others: Card by phone or in-person Avoid Service Fees with AutoPay
Monthly	\$1450	12	First of each month	
Bi-Weekly	\$669.23	26	Every two weeks	
Weekly	\$334.62	52	Friday of each week	

Biweekly billing consists of 26 payments annually. Payment dates rotate throughout the year, and some months will contain three payments.

ADDITIONAL FEES

Books & Materials

\$100 per student • due after registration

Failed Sign-In/Out (FSO)

\$5 per occurrence

Field Trips & Activities

Fees vary; notice provided in advance

Fundraising

\$400 per family • \$200 fall / \$200 spring

Late Tuition

\$50 after the due date or grace period

Late Pick-Up

\$25 after grace period + \$1 per minute

FINANCIAL DETAIL SHEET

This document explains the financial obligations connected to enrollment at Mary Carol Academy. Families must select a tuition payment plan at enrollment and keep all tuition and required fees current to maintain the child's placement. The Financial Obligation Agreement must be completed for each student, including students receiving subsidy assistance at enrollment.

Mary Carol Academy operates as a 12-month, year-round preschool. Enrollment is continuous, but families are not committed under an annual tuition contract unless they select the discounted 12-Month Prepaid Tuition Option.

Tuition remains due throughout the year, including summer months, vacations, travel, illness, and other absences, unless the family has received written approval for the Enrollment Pause Plan.

Student Account Status

All tuition, fees, and deadlines must remain current. When an account becomes five days past due, the student may become ineligible for educational services or school activities until the account is brought current.

Registration, books, fundraising, volunteer-service charges, service fees, late fees, and other applicable charges are separate from tuition.

All additional fees must be paid by their published deadlines. Failure to pay tuition or additional fees may result in suspension of the child's care, participation, or enrollment until the account is brought current.

Forms of Payment

Online payments through Procure may be made by debit or credit card; processing or service fees may apply. Payments made to the Academy office must be by cashier's check or money order payable to "Mary Carol Academy," unless the Administration Office provides different written instructions.

Refund Policy

All tuition, registration fees, fundraising obligations, other fees, and penalties are non-refundable and non-transferable.

Withdrawal Policy

Parents must provide at least 30 days' written notice to the Academy Administration before withdrawing a student. Tuition remains due during the 30-day notice period regardless of attendance. If the required notice is not provided, a withdrawal fee equal to one-half of the student's monthly tuition will be charged. All balances must be paid before the final day.

Fee-Free Bank AutoPay

Families enrolled in automatic bank-account payments will not be charged the ACH processing fee. Credit and debit card payments remain subject to the applicable processing fee of 2.7% plus \$0.30 per transaction.

AutoPay is mandatory for families to select the biweekly payment plan because payment dates occur every two weeks and change throughout the calendar year.

Other Forms of Payment

Online payments may be made through Procure using an authorized bank account, debit card, or credit card.

Payments submitted directly to the Academy office must be made by cashier's check or money order payable to **Mary Carol Academy**, unless different written instructions are provided by the Administration Office. Personal checks and cash are not accepted unless expressly authorized in writing.

Annual Registration

The annual registration fee is \$450 and is non-refundable and non-transferable. Registration is due at initial enrollment and each spring for the following school year.

Paying the annual registration fee indicates a family's intention to continue enrollment. However, it does not reserve a space during withdrawal, nonpayment, or an unapproved absence.



FINANCIAL DETAIL SHEET

Continues

Fundraising Obligation

Each family has a mandatory annual fundraising obligation of **\$400 in fundraising profit**, divided into two \$200 fundraising periods.

If the required profit is not raised by the established deadline, the parent or guardian must pay the remaining balance. Fundraising obligations are nonrefundable and cannot be waived by withdrawal from the Academy after the obligation has been assessed.

Enrollment Pause Plan

Mary Carol Academy offers an Enrollment Pause Plan for approved extended absences resulting from summer leave, family travel, medical circumstances, or other temporary needs.

Approved families may maintain their child's enrollment and fall placement by paying 50% of the regular monthly tuition during the pause.

The following conditions apply:

- The pause may not exceed two consecutive months within a 12-month period.
- The student's account must be current before the pause begins.
- Advance written approval is required, except in a medical emergency.
- The child may not attend the Academy during the pause.
- Full tuition automatically resumes on the approved return date.
- Failure to return or resume full payment will be treated as withdrawal.
- Registration and all other fees remain nonrefundable.
- The Pause Plan does not apply to the discounted 12-Month Prepaid Tuition Option.

Withdrawal Policy

Mary Carol Academy does not charge a withdrawal fee when the required withdrawal procedure is followed.

Families must provide at least 30 days' written notice by completing and submitting the Academy's official Withdrawal Form. Verbal notice, text messages, emails, notification to a teacher, or discontinued attendance do not constitute official withdrawal.

Tuition remains due throughout the 30-day notice period, regardless of attendance. Once a billing month begins, the full monthly tuition obligation is due and will not be prorated, credited, transferred, or refunded.

Withdrawal does not release the family from tuition, fundraising obligations, incomplete volunteer-service charges, or other balances incurred before the effective withdrawal date. Once withdrawal becomes effective, the child's placement will be released.

Discounted 12-Month Prepaid Tuition

The 12-Month Prepaid Tuition Option provides a \$1,450 discount in exchange for one full advance payment and a 12-month enrollment commitment.

All prepaid tuition is final, nonrefundable, nontransferable, and ineligible for proration or credit, regardless of withdrawal, dismissal, relocation, summer absence, vacation, illness, changes in family circumstances, or attendance.

Families should carefully evaluate their anticipated enrollment needs before selecting this option. The Enrollment Pause Plan is unavailable to families using the discounted prepaid option.

