

**TUITION PAYMENT PREFERENCE FORM 2022-2023**

|   |  |
|---|--|
| Student Name:   | Entering Grade:  |
| Student Name:   | Entering Grade:  |
| Student Name:   | Entering Grade:  |
| <b>IF YOU HAVE A CHILD ENROLLED IN LITTLE PAWS DAYCARE/PRESCHOOL PLEASE FILL OUT ACCORDINGLY</b><br><i>**If you have children attending Little Paws Daycare or Preschool, contact the <b>Accounting Office at 302-875-4488 ext. 311</b>, you may qualify for a tuition discount. Please notify the Accounting Office by <b>August 1<sup>st</sup></b>.</i> | <b>Daycare</b><br>Name of Child(ren):<br><br><b>Preschool</b><br>Name of Child(ren): |
| Responsible Party: <b>(Must be same as FACTS info)</b>  |  |
| Relationship to student/s:  |  |
| Guardian <b>(Please circle)</b> :            YES            NO  |  |
| Phone:  |  |
| Mailing Address:  |  |
| City/State/Zip:   |  |
| Email Address:  |  |
| Billing Address (if different from above):  |  |
| <b>Responsible Party #2 - Splitting tuition with (if applicable): (Must be same as FACTS info)</b>  |  |
| Relationship to student/s:  |  |
| Guardian <b>(Please circle)</b> :            YES            NO  |  |
| Phone:  |  |
| Mailing Address:  |  |
| City/State/Zip:   |  |
| Email Address:  |  |
| Billing Address (if different from above):  |  |

**For the 2022-2023 school year, I will pay my student's tuition by the payment option checked below**

**OPTION 1 Full Tuition Payment** –This option indicates you will be paying your tuition bill in full. If you want to receive a 2% discount payment must be made NO LATER than 6/24/22. If the responsible party pays in full after **6/24/22** the full tuition payment MUST be received NO LATER than **7/29/22**. **Payment can be made by cash and check (preferred) or credit card. If using a credit card there will be a 3% service fee added to cover bank fees. Full payment must be received by 7/29/22 or responsible party will need to enroll in the FACTS Tuition Payment Plan**

**OPTION 2 Monthly Payments through FACTS. ALL FAMILIES** - This option entitles the responsible party to budget payments over 12 months through FACTS Management Company beginning August 1, 2022. **This option requires that you enroll in the FACTS Tuition Payment Plan**

**OPTION 3 Monthly Payments through FACTS. ALL FAMILIES** - This option entitles the responsible party to budget payments over 10 months through FACTS Management Company beginning August 1, 2022. **This option is good for families who require summer care and want to complete their tuition payments before starting summer care payments and requires that you enroll in the FACTS Tuition Payment Plan.**

**I am changing payment option from original choice. Updated form is required (Please check this box and new option) Initial: \_\_\_\_\_ Date: \_\_\_\_\_**

**FACTS Tuition Payment Plan (Online Payment Services and Secure Financial Aid Assessment)**

- This option allows the responsible party to budget payments over 10 or 12 months through FACTS Management beginning **August 2022**. (Option 2 & 3 on Tuition Payment Preference Form)
- To setup a FACTS account, go to <https://online.factsmgt.com/signin.aspx>. You will need to create a username and password. You can also visit the school website, [www.epworthcs.com](http://www.epworthcs.com) and click on 'PARENT' tab, then click 'FACTS' link from the drop-down menu.
- If you are already enrolled in FACTS, you do not need to enroll again. The enrollment carries over from year to year.

**FACTS Financial Aid Assessment (Deadline May 13, 2022)**

- Available for grades Kindergarten through 8th.
- You will use the same FACTS username and password.
- Go to the "Grant & Aid" section to complete your information for assessment. You must apply each academic year for Financial Aid.
- All information must be completed before you are considered for Financial Aid.
- Also, your child must be enrolled to be considered for Financial Aid.

### Late Fees / Returned Checks / Past Due Tuition

- Any missed payments to the school, to include tuition, fees and extended care, will incur a \$25 late fee for each month it is late.
- Returned Checks: \$40 fee for each returned check.
- **With all credit card payments, a 3% service fee will be added to cover bank fees**
- Insufficient Funds with FACTS: If you are enrolled in FACTS and they are unable to obtain your payment due to insufficient funds, a grace period will be offered. **FACTS does charge \$30 charge for insufficient funds (prices subject to change by FACTS Management).**

### Refund Policy

- Registration fee is always non-refundable.
- You will be responsible for the first 2 months of tuition if withdrawing after August 15<sup>th</sup>. Records will not be forwarded to another school until your financial obligation to ECS is fulfilled.
- When withdrawing, the Accounting Office will determine the amount due. That amount will be pro-rated based on your payment arrangements and withdraw date. Early withdraw will result in full payment for the current month.

### *Financial Agreement*

*I agree to make tuition payments for the 2022-2023 school year. I have read the financial information provided in this document and understand and agree to abide to all financial requirements contained plus any late fees. If there is a default on payment, I will also be responsible for court costs, collection agency fees and/or any additional fees incurred as a result.*

**Direct all financial questions to the Accounting Office at 302-875-4488 ext. 311.**

### TUITION DISCOUNTS:

**Pastor's Discount:** Must be a full-time active ordained minister of the gospel ~ official document from your place of employment must be on file with the accounting office. You will receive a 10% discount off your 2022-2023 Tuition only.

**Church Member Discount:** This discount is available to members of Central Worship Center. \$200 off per child

**Full Tuition Payment Discount:** This discount (Option 1) is available if tuition is paid in full by **June 24, 2022**. If paying to receive the 2% discount, payments must be **cash and check (preferred) or credit card**.

**Full Tuition Payment without discount (after June 24, 2022)** must be made by July 29, 2022. **With all credit card payments, a 3% service fee will be added to cover bank fees.**

**Responsible Party's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**2<sup>nd</sup> Responsible Party's Signature:** \_\_\_\_\_  
**(If splitting tuition 2<sup>nd</sup> party signature is required)**

**Date:** \_\_\_\_\_