

## Financial Policy K3/K4: 2026-2027

**Payment:** Tuition for the following school year begins on July 1. For the convenience of parents/guardians, TCS currently offers three tuition payment plans:

**Annual Plan** – full tuition due on July 1 (A \$250 savings grades K5-12).

Payable by check to the school or FACTS

**Semi Annual Plan** – two equal tuition payments are due on July 1 and January 1.

Payable by check to the school or FACTS

**Twelve Month Plan** – twelve equal tuition payments are due monthly, July through June.

A FACTS account is required for monthly payment plans.

All payment plans are required to set up a FACTS Incidental Expenses account for monthly charges (lunch, After Care, etc.)

Annual payments and the first Semi-Annual payment not received by July 31st will be set up in FACTS on a monthly payment plan and calculated on a 12-month basis with the first two payments due immediately. The second Semi-Annual payment not received by January 31st will be set up in FACTS on a monthly payment plan and calculated on a 6-month basis with the first two payments due immediately.

Please notify the Finance office if tuition payments will be made via a 529 account.

**Sibling Discount:** A 5% Sibling Discount is available for students in grades Kindergarten through 12 and all-day preschool. The Sibling Discount applies to each sibling after the oldest enrolled child. Sibling discounts may not be combined with other tuition discounts of any kind.

**Withdrawals:** If at any point a family chooses to terminate the enrollment agreement signed by the parent and TCS, which states the enrollment is to be automatically renewed each academic year until graduation from TCS, a withdrawal fee shall be assessed as follows:

### Withdrawal Month Fee:

April 1-April 30 \$100

May \$200

June \$400

## July-August \$600

Overhead expenses of the school do not diminish with the withdrawal of some students. Acceptance of enrollment is an agreement to the obligation to pay the tuition for the full academic year for which a student is enrolled. Requests for refunds are subject to the discretion of the TCS administration, and may be granted for extenuating circumstances. Should a request be granted, refunds will be calculated as follows:

Withdrawals made after April 1 and the start of the school year are subject to the withdrawal fee schedule listed above.

For withdrawal after the first day of the school year, parents/guardians are responsible for the full tuition through the end of the quarter in which the student withdraws

### **The two exceptions to the above withdrawal policy are:**

1. If applying for tuition assistance, the withdrawal fee is waived through June 30 (and no tuition for the following school year will be due) if sufficient tuition assistance is not awarded. Written notice of termination from parent/guardian must be received in the Finance Office of TCS on or before June 30. A Tuition assistance application must have been on file with TCS' third party administrator, currently FACTS, no later than the last day of April in order to qualify.
2. The withdrawal fee shall be waived should TCS terminate this agreement prior to the beginning of the next applicable school year. Simply stated, if TCS asks your child not to return the following school year, the stated withdrawal fee will be waived.

**Eligibility:** A student may not attend classes and/or participate in any school-sponsored activities until all enrollment and registration forms, including a signed Enrollment Agreement are received.

All unpaid tuition and fees from the previous school year must be paid on or before August 1 if a student is to be readmitted on the first day of class for the new school year. If payment is not possible, suitable arrangements must be made with the finance office.

**Tuition Assistance:** Currently unavailable for preschool students.

**Delinquent Accounts:** Access to report cards, transcripts, and other such student records will be withheld and access to FACTS will be locked should an account become delinquent. After an account is 45 days delinquent, student(s) are subject to being held from school-sponsored athletic and extracurricular activities until the account is made current.

Families who have missed two monthly payments and have not made suitable payment arrangements will not be allowed to have their child(ren) attend school effective immediately. If a family discontinues FACTS payments or in some other way has an interruption in FACTS payments, the student will not be permitted to attend classes until suitable payment arrangements are approved.

**Returned checks (NSF):** A service charge will be assessed per returned check or incomplete withdrawal due to insufficient funds. After two returned checks, payments may only be made with cash, cashier's check, or money order.

**Non-Sufficient Funds:** If a FACTS tuition payment is returned due to non-sufficient funds in the account from which it is scheduled to be withdrawn, FACTS will reattempt the payment on the next occurring withdrawal date. For example, if a payment due on September 5 is returned, it will be reattempted on September 20. If the payment is returned again on the second attempt, it will be considered late and the family will receive notification via mail. In such event, the family will have ten days to either pay the past-due balance in full, or make other suitable arrangements. Students may not be permitted to attend school unless resolution is complete per the procedure above.

FACTS will assess a fee for each incidence of a returned payment. This is in addition to any fees that may be charged by the family's financial institution.

**Tuition Credit:** All Trinity families are offered tuition credit opportunities by referring a new family. Family Referral Credit will be applied when a new family is accepted and maintains enrollment in grades K-12. The referring family must have children currently enrolled and will receive up to \$500.00 tuition credit for each new family. If the new family applying is in preschool, the referring family will receive up to \$240.00 in credit for each new family. If a family reaches a zero tuition balance, there will not be a credit for future balances or a cash refund. Board and faculty/staff members, including paid and non- paid coaches, are not eligible for referral credit. Referral credit will be awarded when/if the new family identifies the referring family during the enrollment process. The new family must complete a referral form to validate the referral.