



The Lutheran High School of Kansas City

Tuition Payment Policies

Approved by Lutheran High School Board of Directors – April 19, 2005 (Revised December, 2014)

Complete and timely payment of tuition and other fees is critical for Lutheran High School to successfully operate and manage financial obligations. In order to assist families in meeting their tuition obligations the following payment options are available:

- Pay total tuition (less discounts) BY August 1, receive 3% discount on the tuition balance due. This discount applies to TUITION (after Financial Aid and other discounts) only. If payment is not received by August 15th any single payment discount will be voided, a late fee of \$25 will be assessed and the account will be converted to the monthly payment plan. Registration, Technology/Book Fee, Senior Fees (if applicable) and APF (activity/sports fees) are paid separately and in a timely manner.
- Pay HALF tuition (less discounts) BY August 1 with the remaining tuition balance paid BY January 1, receive 2% discount on each tuition installment being paid. Discount applies to TUITION (after Financial Aid and Discounts) only. If payment is not received by the 15th of the month (August or January), any dual-payment discount offered will be voided, a late fee of \$25 will be assessed and the account will be converted to the monthly payment plan. Registration, Technology/Book Fee, Senior Fees (if applicable) and APF (activity/sports fees) are paid separately and in a timely manner.
- Monthly payments must be set up using ACH Debit payment plan. The 12-month plan begins June prior to the school year. Monthly payments will be calculated so your last payment will be made in May. Registration, Technology/Book Fee, Senior Fees (if applicable) and APF (activity/sports fees) MAY be figured into your monthly payment when you notify the office of your desire to do so.
 - In addition to any bank penalties, returned payments and/or requests to change/modify the scheduled payment will be assessed \$25 fee. The monthly payment and penalties will need to be made by certified check or cash within 15 days for enrollment to continue. The ACH Debit payment plan will continue as scheduled the following month.
 - You may choose to have payments taken on the 1st and/or 15th of the month, or biweekly payments (every other Friday – 26 total payments June through May. Please see office for scheduled dates).

After five (5) days past due, a \$25 late fee will be assessed and the family will be notified by phone, email, and/or written letter mailed to the home address indicating that if no payment is received by the end of the month (i.e. 30 days past due), the student will not be permitted to attend classes until acceptable payment arrangements have been achieved. If acceptable payment arrangements are not achieved and maintained, a meeting with the Executive Director and the Board of Directors will be arranged.

Additional penalties may result up to and including loss of service and collections proceedings.

Transcripts and grades will not be released until all bills have been paid to the school.

We do understand that occasionally a crisis situation may prevent timely payment of tuition. It is the responsibility of the account holder to notify the school before the due date and initiate discussions on alternate payment plans. The Executive Director will have limited discretion to modify treatment by individual. All exceptions must be communicated to the Board of Directors.

Credit Card Usage Fees:

A 3% processing fee will be applied to any transaction using a credit card (VISA or MasterCard accepted).