



## Bethlehem Christian School Financial Policies 2025-2026

1. All tuition will be billed through FACTS Tuition Management Service. Each family will be required to set up their own account and enrollment at BCS will not be complete until the agreement is in place. **All agreements (including Pre-Payment) will be monthly agreements.** Pre-Payment plans are available upon request. The One-Pay option provides a 3.5% Tuition Discount – Due on July 1<sup>st</sup> or upon completed enrollment thereafter.
2. Re-Enrollment fees are due each year and posted directly to the individual FACTS agreement and are **Non-Refundable.**
3. New student registration fees are **Non-Refundable.**
4. There is an annual fee due to FACTS Management Services that will be charged to the agreement at the start of each new year's agreement.
5. Automatic payments that do not clear will be charged a bank fee by FACTS and automatically re-scheduled for payment 14 days later by the system.
6. To avoid this fee due to unforeseen circumstances, the Accounts Receivable Manager must be contacted with the preferred payment date at least 2 full banking days prior to the scheduled payment date.
7. If an account is more than 30 days past due, the Finance Committee will be notified. If the account becomes 60 days past due, BCS will require the student or students to withdraw, until the account is brought to date. After 90 days past due, the account will be turned over to a 3<sup>rd</sup> party collection agency.
8. Re-Enrollment is not permitted with any past due accounts.
9. Transcripts, report cards and/or diplomas will be withheld until all accounts are current.
10. During the school year, BCS must be notified in writing 2 weeks prior to any date of withdrawal.
11. Should my family choose to withdrawal a student from BCS during the school year, a \$300 withdrawal fee per student will be applied and the family is responsible for the quarter tuition. If my student is withdrawn 30 days prior to school beginning, applied tuition payments will be refunded in full, minus the per student \$300 withdrawal fee.
12. An exception to the above Bethlehem Christian School Financial Policies can be made via a request from the Finance Committee with approval by the Executive Board.
13. All credits will be applied to current or future tuition and/or any other amounts owed to the school. A check will be issued as the last priority.