

TUITION, FEES, AND PAYMENT POLICIES 2012-13

Application Fee

There is a one-time, non-refundable, non-transferable fee of \$75.00 per child that must be submitted with each completed application for admission to Pinecrest School. (This does not apply to returning students.)

Annual Registration Fee

Once accepted, there is a non-refundable, non-transferable registration fee of \$200.00 per child for new students and a \$150.00 non-refundable, non-transferable reenrollment fee for returning students. Once the registration contract and fee is received, the child has secured a place in the class. Financial aid does not cover this fee.

Tuition

Annual tuition is broken into ten equal installments for all students. The non-refundable, non-transferable first tuition installment is due by April 1, 2012, for returning students.

For new students, the due date of the initial non-refundable, non-transferable first tuition installment is one month from the date on the acceptance letter.

	Tuition Deposit <i>(Due April 1, 2012 for returning students or 1 month from the date on acceptance letter for new students)</i>	9 Tuition Installments <i>(September 2012 - May 2013 – each due on the 1st of each month)</i>	Total Annual Tuition
Preschool (half day)	\$645.00	\$645.00	\$6,450.00
Kindergarten – Grade 6 (full day)	\$1,380.00	\$1,380.00	\$13,800.00

Tuition Reductions

If your completed Registration Contract and required payments as indicated above are received by March 16, 2012, tuition will be reduced by \$200.00/year per preschool student or \$750.00/year per K-6 student. This will reduce the amount of each tuition installment payment by \$20 or \$75, respectively.

Families with multiple children enrolled at the school will pay full tuition for their oldest child and will enjoy a 15% reduction on each additional child's tuition.

If total annual tuition is paid in one payment on or before August 31, 2012, a three percent (3%) tuition reduction will be applied.

Financial Aid

Need-based financial aid for tuition is available for K-6 students only. Financial aid forms (one per family) should be submitted with application forms for new students or with registration contracts for returning students. All financial aid request forms must be accompanied by the most recent tax return. Please ask the Head of School or Admissions Officer for a financial aid form. Financial aid does not include any fees, supply list items, or after-care. All financial aid discussions and decisions are confidential.

Annual Supplies

Tuition rates cover all regular classroom activities and most field trips. A supply list will be sent to you over the summer by your child's teacher. Supplies should be brought to school by the first day of school in September. Financial aid does not cover supplies on the supply lists.

Annual Books, Materials, and Snack Fee

This fee is per child and is non-refundable and non-transferable; it is not prorated or discounted. Financial aid does not cover this fee. This fee is due by August 31, 2012.

Preschool Snack and Materials Fee – \$120.00

K-6 Books and Materials Fee – \$250.00

Tuition Late Charges

Tuition must be received by Pinecrest School by the first day of each month. A \$25.00 late fee is charged if payment is not received within five days of the due date. An additional \$50.00 will be assessed after payment is 30 days late. If more than two tuition installments are late during the school year, the Board of Trustees Finance Committee shall, at its discretion, require tuition installments to be made more than one month in advance. There will be a \$25.00 charge for any returned checks. Should more than two checks be returned during the school year, the Board of Trustees Finance Committee shall, at its discretion, require payments to be made in cash, money order, cashier's or certified check.

After-Care Fees

Preschool after-care is available from 12-6 p.m. for half-day preschool students currently attending Pinecrest School. K-6 after-care is available from 3:30-6 p.m. for full-day K-6 students currently attending Pinecrest School. The two after-care programs are housed in separate parts of the school and are not combined in any way. Different staff members supervise the two after-care groups.

Any family wishing to use the after-care program at any point during the school must complete an after-care registration form per student and submit a one-time, non-refundable, non-transferable \$10.00 registration fee per student. There are three options for after-care fees:

Preschool or K-6 Drop-in Attendance is billed at a rate of \$10.00 per student per hour. Charges will be calculated in half-hour increments and billed at the end of each month.

Preschool or K-6 Scheduled Attendance is billed at a discounted rate of \$8.00 per student per hour, when you pay a rate calculated for the entire month of care at the beginning of the month with your tuition. Hours used above the scheduled hours will be billed as drop-in hours. Unused hours will not carry-over or be credited.

Preschool Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the preschool after-care program, billed at \$700 per student, per month.

K-6 Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the K-6 after-care program, billed at \$300 per student, per month.

Sibling Discount – An additional 50% discount for the second child for the hours that you have more than one child in after-care (either K-6 or preschool) will be applied.

Late Pick-Up After-Care Fees

A \$10.00 late pick-up fee is charged if the child is picked up between 6:00-6:10 p.m. An additional \$1.00 per minute is charged after 6:10 p.m. This late fee is per child. Advance notice of late arrival by the parent does not nullify the late fee. Frequent late pick-ups may cause the child's dismissal from the program. The school uses its atomic clocks to determine the time.

Financial Inquiries

If you have any questions relating to school payments, requests for receipts or any school financial matters, contact Business Manager & Admissions Officer Ms. Karen Tamayo at karentamayo@pinecrestschool.org or 703.354.3446. Email contact preferred. Ms. Tamayo works on a flexible, part-time schedule, and it may take her a few days to respond to your request. Thank you in advance for your understanding and patience.