

CIAS Campus School

Tuition Policies

1. Tuition bills are mailed to parents of CIAS Campus School students on an Excel worksheet.
2. If you do not receive your bill by the first Tuesday of each month, please let us know by sending an e-mail with “Bookkeeping” in the Subject line to nogratrjoy@aol.com.
3. Campus School tuition is to be paid MONTHLY and is charged according to how many billable Mondays are in a month. For example: this sample September has four (4) Mondays; therefore, September will be billed for four (4) weeks of tuition.

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4. All normal tuition fees are due, regardless of any absences, excused or unexcused. Official school holidays will not be billed (these are posted on the CIAS website).
5. Tuition/tutoring bills are due by the second Tuesday of each month, or within that school week.
6. Payments will be accepted by cash, check, money order, credit card (Visa, Master Card, and Discover), and Paypal on our website: <http://christianinstitute.com>.
7. Tuition accounts must be kept current in agreement with school administration.
8. Parents of students enrolled in CIAS agree to pay a \$35 penalty for each monthly tutoring payment that is submitted late. A late fee will not be added to a bill if it is paid within the working week of the date in which it is due
9. Tuition may be post-dated for one week after bills are due, but no later. All payments received or checks dated later than one full week after the due date will be considered late.
10. If outstanding tuition is not paid within 30 days of its due date, then student will be disenrolled from CIAS, and tutoring services will be terminated. A student may be re-enrolled again, paying another \$35 Enrollment Fee.
11. Semester classes, such as Writing and Cooking classes, may be paid monthly or one time. The Biology Lab will be billed in one installment.
12. All Diagnostic and Placement Tests will be billed within the month in which they are administered and evaluated.
13. All Paces, schoolbooks, or Lesson Plan Books will be billed within the month in which they are given to students.
14. Achievement Test fees will be due by the first day of the test dates (Monday).
15. There is a \$35 service charge on all bounced checks.