

Enrollment and Financial Policies

2018-2019



St. Richard's
Episcopal School

ELECTRONIC ENROLLMENT



I. Check your email

Check your email for a message that includes your new username and password creation link. Parents of already enrolled SRES students should use their current MySRES (<http://bit.ly/MySRES2018>) accounts.

II. Create a Password

Click on the password link and create a MySRES password. Think of MySRES as a backpack with all of your documents for SRES.

III. Log on and Submit

After logging into MySRES, click on the "Enrollment/Re-Enrollment" link and follow the provided instructions.

ONLINE BILLING



I. E-Check and Credit Cards

You have the ability to pay your bill online, via eCheck, American Express, MasterCard, or Visa*. Log into your MySRES (<http://bit.ly/MySRES2018>) with your username (provided by the school) and password, and click on the "Pay Tuition Online" option under "My Accounts". See <http://bit.ly/paytuitionsres> for a visual guide. If you have any questions, please contact us at BusinessOffice@sresdragons.org.

II. MySRES AutoPay Coming July 2018

With MySRES AutoPay, you can have peace of mind knowing that you won't miss a tuition or incidental payment. You will have control over how much can be automatically charged, and you will have the convenience of setting a payment date which works for your family situation. Parents can ensure AutoPay is ready to go for the first payment of the 2018-19 school year by enrolling in the spring. Monthly pay families who OPT-OUT of using the AutoPay program will be charged an administrative fee of \$250.00.

*The use of a debit/credit card to make tuition payments will incur a 3% convenience fee at the time of the transaction. No fee will be incurred for using the ACH or eCheck option.

PAYMENT POLICIES



We are here to assist you in understanding processes and the financial responsibilities of enrolling your child(ren) at St. Richard's. Families enrolling through the traditional cycle (start date at the beginning of the school year), will receive electronic contracts with financial obligations the first week of March. Families enrolling mid-year will follow a different timeline, yet the same process.

Upon submitting your contract, you will first be asked to make an enrollment deposit (\$500 or \$250.00 for families receiving financial assistance). Payments can be made by e-check through MySRES, which is the parent portal for which that you receive a user name during the enrollment process.

Your choice of payment plan for tuition is important to us as it affects our billing system. Once you receive the electronic contract, please be sure to indicate the payment plan that you intend to use for the school year in question. If you need to change your payment plan selection, please notify the Business Office as soon as possible.

- One-payment plan: Pay tuition in full by July 31st of the preceding the school year, resulting in a 2% discount.**
- Two-payment plan: Pay tuition in two payments. 60% of tuition is due in July; 40% is due in November.**
- Monthly payment plan: Pay tuition through monthly payments from July through April. There is a \$250 annual processing fee charged in July for this plan. The fee can be waived if you elect to join the auto pay plan which is set up and processed through your MySRES account.**

MONTHLY PAYMENT POLICIES



The following table shows the date and frequency of the monthly payment plan. If you have any questions about this information, please contact the Business Office (businessoffice@sresdragons.org).

Payment #	Statement Date	Monthly Payment Due Date
1	July 15	July 31
2	August 15	August 31
3	September 15	September 30
4	October 15	October 31
5	November 15	November 30
6	December 15	December 31
7	January 15	January 31
8	February 15	February 28
9	March 15	March 31
10	April 15	April 30

PAYMENT POLICIES



Delinquent Account Policy

No student will be allowed to start or continue at St. Richard's with an unpaid balance greater than or equal to 10% of the annual tuition amount over 60 days old, whether the past due amount is from tuition, childcare fees or interest on the unpaid amount. Penalties for carrying an unpaid balance may include holding of report cards, no parent-teacher conferences, and exclusion from extracurricular activities. Mitigating factors include a written payment plan approved by the Business Office and consistent, timely payments (without reminders) according to the approved plan. Interest will accrue (at 18% per annum) on the unpaid balance. End-of-the-year report cards and diplomas will be held for students whose accounts are not current. Also, St. Richard's Episcopal School will not provide to the student, or the student's parents, or to another institution, report cards, transcripts, recommendations, or any other school records unless the student's account is current.

Tuition Refund Insurance

St. Richard's Episcopal School offers tuition refund insurance which every family has the opportunity to buy or waive during enrollment/re-enrollment of their student. Families who choose to purchase this insurance will select coverage on the enrollment contract. The Business Office will bill each family on the September 15th statement with payment due on September 30.

Financial Assistance

Should your family be approved for financial assistance, you will find this agreement in MySRES under My Forms. Upon approval of your submission, a copy of this agreement will be available in My Documents area of MySRES. This offer is contingent upon receipt of the current year's tax return, due to the business office no later than April 15. Families receiving financial assistance will be asked to submit a financial application and a copy of tax returns each year.