



Tuition Frequently Asked Questions

Where can I find my tuition payment information? Each year (typically in the early Spring) you will sign an Enrollment Contract for your child. This contract will specify the tuition for the coming year and the payment options. Please keep this document to refer to as needed as it specifies your tuition payment amount and due dates. You will also receive a letter in the summer mailing with your tuition payment information.

How do I get more details (deposit, activity fee, tuition, refunds, etc.) regarding my child's tuition? The details regarding tuition calculations and balances, due dates, refund policy, late fees, etc. are all specified on your child's Enrollment Contract.

How can I pay tuition? Tuition can be paid via check or Direct Pay (draft from your bank account). When paying by check, include your child's name in the memo line. We do not hold postdated checks.

Can I pay tuition via credit card? No, we do not accept tuition payments via credit card. If tuition is paid online via a credit card through the MSB payment portal, a 5% fee will be charged.

What is Direct Pay? Families can sign-up each year to have tuition payments pulled directly from their checking or savings account. This can be a time-saver for families. Direct Pay does not auto renew, families need to elect to sign up each school year.

How do I sign up for Direct Pay? Direct Pay Authorization forms are sent out in May and due in early June. All new enrollees or those making changes to bank accounts will also need to provide a cancelled check to verify ownership of the bank account. If you choose to sign up or make changes to Direct Pay mid-year, the form is due 10 days prior to the effective tuition due date. You can request the form by e-mailing Kelly@msb.org.

Do I need to sign up for Direct Pay each year? YES! You are only authorizing MSB permission to pull funds from your bank account for one school year. We do need a new Direct Pay Authorization form signed each year.

What are the tuition payment plan options? Tuition can be paid once a year on August 1st, twice a year on August 1st and January 15th or monthly on the 15th of each month with the exception of the August payment as it is due on the 1st of the month. Monthly payments are due August 1st through May 15th. There is a 1% service fee for monthly payments. Tuition due dates that fall on a weekend are due the following Monday.

Can I change the due date for my tuition payments? You can switch between the different payment plans listed above by e-mailing Kelly@msb.org. All changes to the form of payment need to be communicated 10 days prior to the due date. However, we are unable to change the standard due dates. Our system is not set up to track a variety of due dates.

My child's schedule is changing, how does that affect tuition? Your child's teacher will notify the office of changes to schedule. Since your child will now be staying at MSB longer each day, additional tuition fees will be calculated on a pro-rated bases (based on a 38-week school calendar). The additional tuition fee for the remainder of the school year will be e-mailed to you and due within 30 days. This balance is due in one lump sum and can also be paid via check or Direct Pay if you are enrolled. Any remaining tuition payments will not change.

Why do primary students that don't start in September still pay tuition beginning in August? We have primary students starting each week in the Fall all the way until October. In some cases, these start dates get moved around a few times. Therefore, we wait until all of our students begin school and then apply a credit to your child's tuition balance. You will receive an e-mail in October with the credit applied to your child's tuition. This will result in a lower tuition balance due on your next payment or a refund if you have paid for the full year.

How do I get receipts? Our tuition system does not automatically generate receipts once payments have been received. To request a receipt, please e-mail Kelly@msb.org. They are generated on a school year time period, not calendar year. You will need to request a receipt as needed after the payment has been made and processed.

How do tuition notices work? Tuition payment e-mail reminders are sent out at least 5 days prior to the due date. Friendly late notices are sent out around the end of the month.

How is the deposit (paid when enrolling) applied toward tuition? The school year deposit is applied toward the Full Tuition Balance and then payment plans are established. For example, the Full Tuition is \$10,000, minus the \$1,000 deposit = \$9,000. 10 payments would be \$900 + the \$9 service fee = \$909 will be the monthly tuition payment due.

What is the Activity Fee? Our Elementary Students pay an Activity Fee each year. This fee covers the classroom activity expenses, such as going outs, cooking project, special presenters, camp and much more.

Late Fees & Returned Payment Fees? Tuition unpaid 15 days after the due date is considered late. The school reserves the right to charge a late fee of \$30 as of the day the payment is late and in 30-day increments going forward. Tuition not received within 30-days of a due date, unless arrangements have been made with the administration, can subject child to removal from school until such time as all amounts due have been paid in full. For all returned payments, such as a bounced check or NSF, MSB will charge the payee a \$50 fee.

Do you have additional questions? Please contact Kelly Ward, Business Manager at Kelly@msb.org