



Providence Catholic Children's Academy

1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-7129 • www.wearepc.org

TUITION POLICIES

1. Tuition and fees are billed monthly. Payments are due the first of each month, August through May. Statements are emailed to each family by the fifteenth of every month and are due the first of the following month. If payment is not received by the fifth of the month, a **\$20** late fee will be charged.
2. Payments may be made by signing up for the school's auto debit program or completing the automatic credit card payment form. We accept Visa, Mastercard or Discover card. All payments made by credit card will be assessed a 3% service fee for the total amount charged per month. The auto debit and credit card payment enrollment forms can be found on the tuition page of the school's website. Providence Catholic will gladly accept advanced payments over the summer if this will help a family budget for the school year.
3. Payments returned by the bank marked "Non-Sufficient Funds" will be assessed a **\$30** fee per payment. If the bank returns a second payment, payments may then be made by credit card only.
4. If you do not believe we will receive your tuition payment on time, please contact our Tuition Officer, immediately, at tuition@providencecatholic.org or (815) 717-3176.
5. **Parents and guardians must understand that if the tuition account is two months past due, your student will be excluded from attending school and participating in class until payment is received to bring the account current.**
6. The student tuition account is viewed as one account, even if two separate parties are splitting the payment.
7. No student can begin a new semester until their tuition account is current.
8. If tuition payment arrangements are not kept by parents, your delinquent amount will be forwarded to the school's attorney for debt collection 30 days after the student's last day of school.

REFUND POLICY

1. **Registration/Advance Deposits:** Registration is applied as an Advance deposit and is applied evenly to the tuition balance over the ten-month billing period. If the student withdraws from PCCA, the deposit is forfeited.
2. **Tuition Refunds:** Tuition refunds are prorated based on the amount of tuition billed and the number of weeks a student is enrolled. If you withdraw your student from PCCA and are intitled to a refund, this refund will be mailed to you in the form of a check.

Signature: _____

Date: _____