

WRCS PAYMENT POLICY

PAYMENT TYPES

Payments may be made by:

- Cash or Money Order
- Check (personal or sent directly from your bank)
 - There will be a \$30 charge for returned checks. After a second returned check, the patron will be required to make payments in cash, by certified check/money order or credit card.
- Credit Card - There is a 2% convenience fee for paying with a credit card in the office. Credit and Debit card
 - payments may also be made online through our website. There is a \$5 fee for each transaction using the website portal.

PAYMENT POLICY

- Registration fee must be paid in full at the time of registration/enrollment.
- Semester tuition payments are due on August 1 and January 1 and receive a 3% discount as noted on the Tuition Payment Option chart. The discount is lost if payment is received after August 15 or January 15.
- All monthly tuition payments (including transportation costs, if applicable) are due beginning August 1 and ending May 1 for the ten-month option.
- Monthly bills will be emailed approximately 10 days before the due date. Any delinquency will be noted on the bill.

LATE PAYMENT

- A \$35 late fee will be charged for each month the tuition remains past due. Payments received after the 15th of the month (or the first business day thereafter) will be considered 'past due.'
- Postdated checks do not constitute timely payments. Records or items associated with postdated checks will be held until the check is valid.
- It is the responsibility of the patron(s) to contact the bookkeeper immediately if significant circumstances arise which will prevent the patron(s) from meeting their payment obligations. Within 10 days, a written explanation is required and will be placed in their financial file.
- Patrons with accounts more than 60 days past due must meet with the bookkeeper to work out a revised payment agreement in order for their child/children to remain at WRCS. Continued enrollment may be in question.

WITHDRAWALS

- A request for withdrawal from WRC must be made in writing and delivered or emailed to the Office. Effective date of withdrawal shall be no sooner than one month from the delivery date.
- Registration fee is NON-refundable.