



ROCKHURST

Policies and Forms Related to Tuition Payments

1. There is a \$100 Application/Processing Fee for new students in all years. **This will not apply towards tuition and is non-refundable.**
2. A deposit of \$500 must accompany initial or re-enrollment commitments. This \$500.00 deposit is **NON-REFUNDABLE**. However, it will be deducted from the total tuition on August 15th.
3. Financial responsibility is assumed for the entire school year. If enrollment is canceled between August 1st and November 30th, payment is due for the first semester's tuition. If enrollment is cancelled after November 30th, payment is due for the full year's tuition. To be effective, cancellation of enrollment must be submitted in writing to the Principal prior to the cancellation date.
4. The first tuition payment is due on August 15th for plans A, B, and C. For plan B, the second payment is due October 15th, the third payment is due December 15th, and the final payment is due March 15th. Payment is due the fifteenth of each month, August through May, for plan C.
5. The final tuition payment for **seniors** is due May 9th. Any senior with an outstanding financial commitment after that date will not receive a diploma at the graduation ceremony, nor will they receive a grade card or transcript.
6. Tuition accounts that are overdue, unless a delayed payment plan has been approved by the Finance committee of the Board of Trustees, may result in a cessation of services to the student following the notification of parents. In extreme cases where financial commitments are not kept current, or are ignored, the student may not be allowed to attend classes until all payments are received. Overdue tuition accounts are subject to a late fee of \$25.00.
7. No report card, transcript, diploma, or recommendation will be furnished until all financial obligations to the school have been fulfilled. No student will be allowed to begin classes in a new school year until all financial obligations have been completed for the previous year.
8. Books and other miscellaneous fees are not included in tuition.