

The WCS School Board establishes the annual tuition rate and tuition policy. WCS tuition rates are published on the school Tuition Schedule each year. Please contact the WCS Finance Department with any questions or if you need additional information.

TUITION PAYMENTS

WCS uses FACTS Management Co. to process all tuition payments. Because of this, all school families must have an online account established with FACTS via your RenWeb account. Here are the details for each of the payment plan options:

1. **Monthly** – The annual tuition is paid in 12 monthly installments from July-June. Families choosing this plan will need to provide FACTS with a financial account from which the funds will be drafted on either the 1st or the 15th of the month. This may be either a bank account or a credit card. For credit card payments a small merchant fee is added to each monthly payment. FACTS will add a late fee for attempted payments that fail due to non-sufficient funds. FACTS charges a modest annual fee for families who choose to set up a monthly payment plan.
2. **Annual** – The annual tuition is paid in a lump sum by July 15th (or 15 days after billing). This option includes a prepayment discount of \$125 per student. Families choosing this plan will have the option to set up a one-time automatic payment (in the same way as monthly payers) or to receive an invoice which is paid directly to FACTS. Invoices not paid by the due date will also incur a late fee. FACTS does not charge an annual fee for families who choose to set up an annual payment plan.

FINANCIAL AGREEMENT

All tuition charges, fees, assessments and fines must be paid in a timely manner. All accounts must be fully paid on or before the end of the school year. Report cards and cumulative records may be withheld if required payments are not made in full. Transcripts will not be released until payment has been made in full.

OTHER TUITION-RELATED FEES

- Application Fee (new students): \$50: This is a non-refundable fee due when the application is submitted.
- Continuous Enrollment (CE) Fee \$250: This fee is due upon acceptance at WCS and recurs each year (see below) until one of the following occurs: graduation, withdrawal or dismissal. The CE Fee holds the student's place for the upcoming school year.
- Facility Fee: \$500 per family per year to facilitate campus expansion and capital improvements. This fee will be billed in conjunction with your tuition.

STUDENT WITHDRAWAL

The financial policy for withdrawals is as follows:

- Withdrawal BEFORE an academic year begins: Please contact the Finance Department.
 - If a student will not be returning the following school year, the WCS Finance Department must be notified by January 31. You will be provided with a link to an online withdrawal form. Unless such notification is received, on February 1 each student (except seniors) will be charged a CE Fee to hold their place for the upcoming school year. This fee is non-refundable; later withdrawals will not result in this fee being returned.
- Withdrawal DURING an academic year: Please contact campus office. There is no withdrawal fee, but the following tuition amounts are due:
 - Withdraw during 1st quarter – 25% of annual tuition
 - Withdraw during 2nd quarter – 50% of annual tuition
 - Withdraw during 3rd quarter – 75% of annual tuition
 - Withdraw during 4th quarter – 100% of annual tuition
 - If a family has paid annually or their monthly payments have exceeded the amount owed, the balance will be refunded.

NOTE: Any fees or tuition owed due to withdrawal may be waived at the discretion of the Finance Director under the following circumstances: family relocation, unemployment of one or both parents, or other extenuating circumstance.