

**TUITION PAYMENTS**

WC uses FACTS Management Co. to process all tuition payments. Because of this, all school families must have an online FACTS 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 1<sup>st</sup> or the 15<sup>th</sup> 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 \$50 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 15<sup>th</sup> (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 is made in full.

**OTHER FEES**

- Application Fee (new students): \$50: A non-refundable fee due when the application is submitted.
- Continuous Enrollment (CE) Fee \$250: Due upon acceptance at WC and recurs each year 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 WC Finance Department must be notified by January 31. A link will be provided to an online withdrawal form. If notification is not 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 for later withdrawals.
- Withdrawal DURING an academic year: Please contact campus office. There is no withdrawal fee, but the following tuition amounts are due:
  - Withdraw during 1<sup>st</sup> quarter – 25% of annual tuition
  - Withdraw during 2<sup>nd</sup> quarter – 50% of annual tuition
  - Withdraw during 3<sup>rd</sup> quarter – 75% of annual tuition
  - Withdraw during 4<sup>th</sup> quarter – 100% of annual tuition
  - If 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.