

**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 \$55 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). Families choosing this plan will have the option to set up a one-time automatic payment or to receive an invoice which is paid through FACTS. Invoices not paid by the due date will incur a late fee. WC covers the FACTS fee for families who choose to set up an annual payment plan. Families paying full or MSA rates with no other discount who opt to pay annually are eligible for a prepay discount of \$125 per student.

**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 June 30. Transcripts and cumulative records will not be released until payment is made in full. Your student may be placed on a waitlist if prior year tuition, fees, and fines are not paid in full before the start of the new school year. Student schedules and classes will not be finalized until all finances are up to date.

**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 the 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