

Lancaster Mennonite School Tuition Policy 2017-18 United States Students

Tuition payment options:

- A. Pay in full by June 10:** Pay by check mailed to the school's business office.
- B. AutoPay monthly on the 10th or the 25th:** Paid by installments via automatic bank account deduction on the 10th or 25th of each month and continuing until the tuition account is paid in full. AutoPay option will continue until Lancaster Mennonite is notified by you to change this agreement. Normal monthly payment plan is 12 months starting June 10.
- C. Coupon Book monthly on 10th:** Paid by check using monthly coupon book; payments are due on the 10th of each month. A \$156.00 annual service fee, per student, will be charged to your account. The coupon book will be mailed to you. Normal monthly payment plan is 12 months starting June 10.
- D. Credit Card: – monthly on the 10th:** A 2.5% processing fee will be assessed for each credit card transaction. Please contact the business office to authorize a credit card payment or use the "PAY TUITION" button on LMS website at www.lancastermennonite.org

The business office will calculate your payment to reflect any discounts, financial aid, or scholarships and will provide a final statement of charges for your record. Call Erma Shultz at 717-740-2433 or contact through email shultzej@lancastermennonite.org if you have questions.

Tuition Payment Plan Agreement: All financially responsible parties, without exception, **must** sign a Tuition Payment Plan Agreement. Return a signed payment plan to the business office immediately in order to finalize your child's course registration and class enrollment. If no contract or payment is received, classes and/or enrollment will be offered to other students.

Financial Aid: Need-based financial aid (also called tuition assistance) may be available to qualifying students at Lancaster Mennonite School. To apply for financial aid, parents need to complete an online application through FAST (Financial Aid for School Tuition). A link to FAST is available on the LMS website. After completing the online application, tax documents need to be submitted directly to FAST for verification purposes. Applicants must reapply each year. For details, call the financial aid office at 717-509-4459, ext 309.

Merit Scholarships: These \$500 scholarships are available for incoming new students and are based upon the student's academic performance. The deadline for these scholarships are March 1, 2017 for priority consideration.

Multiple Child Discounts, Grade K-12 (Second, Third, or Additional Child Discount): The discount for a second student is \$408 per year. The third student, and any additional students, receive a \$510 discount per year. Often families with two or more students attending Lancaster Mennonite are able to qualify for financial aid.

Serious Financial Delinquency:

Tuition accounts with serious financial delinquencies:

- Student(s) may not enroll or begin another semester at Lancaster Mennonite School.
- May not receive a report card or interim transcripts or receive final transcripts and diplomas. These items are issued only after all family financial obligations are met.
- In some situations delinquent accounts may be referred to an outside collection agency.

Fees for Past Due Accounts and Accounts with Non-Sufficient Funds: There is a \$40 per month charge for past due accounts. Accounts that have checks or debits returned for insufficient funds will be charged \$40.

Refund Policy:

LMS will refund all tuition, for any reason on a prorated per day basis from the official date the student withdrew. If a student never attends a 100% refund on tuition will be provided.