

**ALLEN CHRISTIAN SCHOOL CONTRACT
REGISTRATION AND PAYMENT INFORMATION
SCHOOL YEAR 2022-2023**

Allen Christian School Business Office
114-32 Floyd Flake Boulevard
Jamaica, New York 11434
(718) 657-2500 Ext. 3300

The Greater Allen AME Cathedral Business Office
110-31 Floyd Flake Boulevard
Jamaica, New York 11433
(718) 206-4600 Ext 3025

DISCOUNT POLICY:

- 5% discount for **signed contractual accounts** (except extended day for 1st grade) paid in full by September 6, 2022.
- 3% discount for **signed contractual accounts** (except extended day for 1st grade) paid in full by October 3, 2022.

LATE PAYMENT PENALTY:

School payments are due on the first business day of every month. Payments begin in August with a grace period of five (5) business days. A late fee of \$40.00 will be charged thereafter. **Children are not allowed to attend classes, receive homework or participate in extra-curricular activities including school trips until all payments are current.**

RETURNED CHECK POLICY:

The charge for each returned check is \$40 (subject to change). Upon **one** returned check for the academic school year, payments are thereafter required to be made using cash, money order, certified check, or credit card - MasterCard, Visa, Discover, and American Express are accepted by the school.

REFUND POLICY:

Refunds are granted for the following reasons and according to the schedule below **Refunds will be issued 30 days from the date of the notification for the removal of the child/children.**

- Catastrophic illness of student.
- Relocation of parent(s) or guardian outside of the New York area;
- Disenrollment, initiated by the school

Evidence supporting illness or relocation must be provided to the school prior to the completion of the refund process.

NOTIFICATION OF CHILD/CHILDREN WITHDRAWAL(S) MUST BE SUBMITTED IN WRITING TO THE BUSINESS MANAGER -ALLEN CHRISTIAN SCHOOL AT THE ABOVE ADDRESS - ATTN: CHERYL DEPASS

<u>Withdrawal Period</u>	<u>Withdrawal Penalty</u>
Prior to September 1	\$250 per student
Sept. 1 - Sept. 30	40%
Oct. 1 - Oct. 31	50%
Nov. 1 - Dec 31	70%
After December 31	100 %

The basis of computing a tuition refund is the monthly installment amount paid prior to the withdrawal month as shown on the Payment Schedule, less the monthly installment amount divided by the number of school days in the month, times the number of days the child was in school during the month.

Tuition refunds will also be made net of the withdrawal penalty. For example, if a parent enrolled his/her child in Grade 1 and has paid the monthly tuition installments due for August and September, 2022 but later on decides to withdraw the child from the school any day from October 1 - 31; the penalty will be 50% of the monthly installment amount. If the installment was not paid for the month of withdrawal, such tuition and penalty must still be paid in full to the school before records are released.

Example 1:

Tuition Grade 1 - \$7,240 per child - \$724 paid in August and the monthly payment made on the first of September. If the child withdraws from school on October 7, 2022, and tuition paid in the month of September for October totaled \$724, tuition refund before penalty would be $(\$724 - ((\$724 / 20) \times 14))$ or \$506.80. The withdrawal penalty would be \$362 (50% of the monthly installment) and therefore the net refund would be \$144.80. Refund is calculated based on the number of school days within a month.

There are no exceptions to the refund policy

LUNCH PROGRAM: Lunch is included in the tuition for Kindergarten and Grade 1 students.

EXTENDED DAY PROGRAM: Extended Day is included in the tuition for K students

- Extended day hours 3:00 pm to 6:00 pm for all grades (K and 1st) and 2:20 pm to 6:00 pm for 3k & PK4 students
- Extended day may be purchased separately at a rate of \$ 15.00 per day for 1st Grade & \$20.00 per day for 3K and PK4.

CONTRACTS CANNOT BE AMENDED AFTER OCTOBER 3, 2022

**ALLEN CHRISTIAN SCHOOL
KINDERGARTEN AND 1ST GRADE
SCHEDULE OF MONTHLY TUITION PAYMENTS
EFFECTIVE SCHOOL YEAR 2022-2023**

CHART 1: TUITION - KINDERGARTEN				
PAYMENT DUE	1-CHILD	2-CHILDR.	3-CHILDR.	4-CHILDR.
Yearly cost	\$6,850	\$12,330	\$18,495	\$24,660
1-Aug-22	\$685	\$1,233	\$1,854	\$2,466
6-Sep-22	\$685	\$1,233	\$1,849	\$2,466
3-Oct-22	\$685	\$1,233	\$1,849	\$2,466
1-Nov-22	\$685	\$1,233	\$1,849	\$2,466
1-Dec-22	\$685	\$1,233	\$1,849	\$2,466
2-Jan-23	\$685	\$1,233	\$1,849	\$2,466
1-Feb-23	\$685	\$1,233	\$1,849	\$2,466
1-Mar-23	\$685	\$1,233	\$1,849	\$2,466
3-Apr-23	\$685	\$1,233	\$1,849	\$2,466
1-May-23	\$685	\$1,233	\$1,849	\$2,466

KINDERGARTEN TUITION INCLUDES BREAKFAST, LUNCH, SNACK AND EXTENDED DAY

CHART 2: TUITION - GRADE 1				
PAYMENT DUE	1-CHILD	2-CHILDR.	3-CHILDR.	4-CHILDR.
Yearly cost	\$7,240	\$13,032	\$19,548	\$26,064
1-Aug-22	\$724	\$1,305	\$1,962	\$2,610
6-Sep-22	\$724	\$1,303	\$1,954	\$2,606
3-Oct-22	\$724	\$1,303	\$1,954	\$2,606
1-Nov-22	\$724	\$1,303	\$1,954	\$2,606
1-Dec-22	\$724	\$1,303	\$1,954	\$2,606
2-Jan-23	\$724	\$1,303	\$1,954	\$2,606
1-Feb-23	\$724	\$1,303	\$1,954	\$2,606
1-Mar-23	\$724	\$1,303	\$1,954	\$2,606
3-Apr-23	\$724	\$1,303	\$1,954	\$2,606
1-May-23	\$724	\$1,303	\$1,954	\$2,606

GRADE1 TUITION INCLUDES LUNCH

CHART 3 : TUITION & EXTENDED DAY - GRADE 1				
OPTIONS	A	B	C	D
TUITION & EXTENDED DAY SERVICES	EXT.DAY 1-CHILD	EXT.DAY 2-CHILDR.	EXT.DAY 3-CHILDR.	EXT.DAY 4-CHILDR.
Monthly cost (Aug - May)	\$170	\$306	\$459	\$612
Tuition for:				
1-CHILD	\$894			
2-CHILDREN	\$1,473	\$1,609		
3-CHILDREN	\$2,124	\$2,260	\$2,413	
4-CHILDREN	\$2,776	\$2,912	\$3,065	\$3,218

EXAMPLE:	
ONE HOUSEHOLD WITH TWO STUDENTS, ONE KINDERGARTEN AND ONE GRADE 1:	
DISCOUNT FOR MULTIPLE CHILDREN = 10%	
K - 1 CHILD	\$ 6,850
GRADE 1 - 1 CHILD	7,240
SUB-TOTAL	14,090
10% DISCOUNT	(1,409)
TUITION	<u>\$ 12,681</u>

How to read Chart 3:

Extended Day applies to Grade 1 only

Extended Day costs \$1,700 per child, discounted based on multiple children

Example: Tuition and Extended Day

Smith family: 4 children with privately paid tuition (not DOE funded) with 3 students registered for extended day.

- the monthly payment will be \$3,065

- select the row with "4 children" then select either column A, B, C or D, depending on the number of students in extended day. The intersecting row and column indicates the monthly fee, in this example \$3,065.