



TUITION PAYMENT POLICY

The Berkeley Carroll School is dedicated to maintaining careful management of the School's finances and has adopted the policies listed below covering the payment of tuition and fees and other related financial issues. We appreciate our families' cooperation in assisting the School in meeting its financial obligations in a timely manner.

- Tuition payments are due according to the payment plan that you sign up for or on the dates arranged by an alternative payment plan. The School will notify you through email each month when your statements are available, **but it is a family's responsibility to be aware of all due dates.**
- The required tuition deposit must accompany each enrollment contract. If a contract is submitted without a deposit, it will be put on hold and the child will not be considered enrolled until the deposit is received.
- If payment cannot be made on time, it will be the parent's responsibility to contact the school's Business Office and make appropriate arrangements.
- A student will be denied entry to the opening of school in September if the tuition account has fallen 30 days in arrears.
- After the opening of school, a student will be subject to suspension if the tuition account has fallen 60 days in arrears.
- Payments must be **received** in the Business Office no later than the due date indicated on the payment plan that you sign up for:
 - One Payment Plan – July 15
 - Three Payment Plan - of July 15, September 15 and December 15.
 - Ten Payment Plan – July 15 – April 15
- At the end of each month student accounts will be charged a 1% finance fee on balances more than one month in arrears.

Please note that transcript requests will not be filled if the Tuition Account is not in good standing.

Questions regarding billing should be directed to Student Billing at studentbilling@berkeleycarroll.org or 718-534-6582

While acting as a responsible trustee of our parents' tuition dollars, the School is also committed to working with families who suffer an interruption of income and encourages families finding themselves in this situation to contact the Chief Operating Officer, Robert Isabella, at bisabella@berkeleycarroll.org to discuss payment arrangements.

Thank you for your confidence and trust in the Berkeley Carroll School.