

Welcome to the 2017-2018 Kindergarten Plus Program! Below you will find helpful information about tuition payments, according to the payment plan option you selected.

### **Monthly Plan**

Monthly payments are to be received in the Community Schools office by 4:30pm between the 1st and the 5th of the month. Auto Credit/Debit card payments will be scheduled on the 3rd day of the month. There will also be a drop box available at each of the four Elementary CARE sites. If you utilize this site-based payment drop box, please make certain all payments' memo lines indicate a "Kindergarten Plus" payment.

The following payment options are available:

- Credit Card (automatic monthly charge...contact Community Schools for more info)
- Personal/cashier's/certified check (made out to Community Schools)
- Money order (made out to Community Schools)

### **Bi-Annual Plan**

With the first bi-annual payment having been made, the next payment will not be due until January 6, 2017. Community Schools will send a payment reminder in December with the January due date for those who opted for the Bi-Annual Payment Plan.

### **Annual Plan**

With annual tuition having been made, no further payments are required.

**TAX CREDIT:** Kindergarten Plus tuition is eligible for the Arizona State income tax credit as allowed by A.R.S. 43-1089, (up to \$400 for joint filers, per semester in both Semester 1 and Semester 2).

Please contact your tax advisor for more information.

This tuition must be paid through the Community Schools office. It can not be paid through the district tax credit site.

## **FEES/POLICIES**

### **Late Fee**

Any payments received after the fifth of the month will be assessed a \$25 late fee (applicable to the following month's tuition). Exception: Jan 2018 (second bi-annual or monthly) payment must be received by January 12th, 2018 or will be assessed a \$25 late fee.

### **Returned Check Fee/Policy**

Payments made by personal check that are not honored by the bank will incur a returned check fee of \$25, applicable to the next month's tuition payment. If this occurs, all future payments to community schools must be in the form of cash, cashier's check, certified check, money order, or credit card.

### **Refund Policy**

As staff members have been hired for the entire school year based on enrollment, refunds for tuition paid are not available.

### **Termination Policy**

Catalina Foothills School District and Community Schools reserve the right to terminate the enrollment and enforce the withdrawal of any child at any time due to delinquent payment, consistent behavior problems or as necessary and determined by the Director of Community Schools.

### **Questions about the above information:**

If you have questions about the above payment information, please contact Bev Smith or Sherri Wirth in the Community Schools office (520.209-7563 or 7548).