

## 2018-19 RSM TUITION, PAYMENT PLANS, AND FEES

		9 Installment Payment Plan <b>\$45 convenience fee per family per year</b>	2 installment Plan (August 1 and January 1)			
Classes	Hr/week	\$/Month monthly installments <sup>9</sup>	\$/1st term	\$ / 2nd term	\$ / Full year	Rate per class
Kindergarten, Grade 1	1.5 hours	\$173	\$865	\$692	\$1,557	\$43.25
Grade 2 - 5	2 hours	\$205	\$1,025	\$820	\$1,845	\$51.25
Grade 6 (algebra and geometry)	3 hours	\$268	\$1,340	\$1,072	\$2,412	\$67.00
Grade 6 (Algebra only)	2 hours	\$205	\$1,025	\$820	\$1,845	\$51.25
Grade 6 (Geometry only)	1 hour	\$122	\$610	\$488	\$1,098	\$30.50
Grades 7 - 12 (algebra and geometry)	4 hours	\$341	\$1,705	\$1,364	\$3,069	\$85.25
Grades 7 - 12 (Algebra only)	2.5 hours	\$256	\$1,280	\$1,024	\$2,304	\$64.00
Grades 7 - 12 (Geometry only)	1.5 hours	\$173	\$865	\$692	\$1,557	\$43.25

Note: Yearly Per-student non-refundable \$100 Registration Fee is in addition to tuition and convenience fee\*

\*see policies for mid-year enrollments

[www.metrowestschool.com](http://www.metrowestschool.com) (our internal website with RSM-MetroWest detailed information)

[www.russianschool.com/Framingham](http://www.russianschool.com/Framingham) (our page on the central RSM website)

## ENROLLMENT, PAYMENT, AND CANCELLATION POLICIES

**Enrollment:** Students can be enrolled at any time through our website. You will receive an email confirming the application. Once your enrollment is processed, a second e-mail will tentatively confirm your child's spot in the class and provide your Smart Tuition Family ID and login instructions.

**Registration Fee:** All students, including those in tutoring, must pay a **non-refundable** registration fee of **\$100** each year. Students joining midyear pay a reduced fee of **\$80** January through March or **\$40** if joining April or later. There is NO registration fee for our summer programs. Enrollment is not finalized until the registration fee is received.

**Payment Plans. Regardless of payment plan, all tuition is charged one month ahead** (September tuition is due August 1<sup>st</sup>, October is due September 1<sup>st</sup>, etc). You can either pay by semester or monthly:

-*Semester Plan.* Make two payments: Fall tuition (Sep to Jan) due Aug 1st & Spring Tuition (Feb to Jun) due Jan 1st.

-*Monthly Plan.* Make nine payments on Aug 1, Sep 1, Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, Mar 1, and Apr 1. Each payment covers 4 lessons. Smart Tuition charges a **\$45** annual fee (per family) for administering the monthly plan.

**Payment Methods: All payment is processed through Smart Tuition.** Set up your account using the information that is emailed when you register. Through their website, you can access billing statements and payment history, or make a payment online at any time. You can also pay with a check by mail or over the phone via a check, bank account or credit card. Payments by check or ACH debit are free. Smart Tuition charges a **2.65%** processing fee for credit card payments. If sending a check, please include the Family ID in the memo field. Please note that it can take a week or more to process checks, so send all checks at least 2 weeks early to avoid late fees.

**Joining Mid-Year.** Tuition is pro-rated for each student based on the lesson they start at RSM. The registration fee, tuition for the partial month and the following month and is due before the 2nd lesson. All other tuition will be charged based on the payment plan selected. For example, a student joining November 15th will be charged for the two remaining lessons in November along with the 4 lessons in December. The next bill on December 1st will be for January's tuition.

**Other Fees: All payments are due on the first of the month.** There is a **\$35 fee** if payment is not received by Smart Tuition by the **5th of the month**. There is a **\$30** fee for each returned check or failed auto-debit. Please be careful when entering your routing and account numbers online.

**Withdrawal and Cancellation: Please get in touch with us early if you have concerns about your child's progress or are in any way dissatisfied with the program.** We are committed to making sure every child has a great experience at RSM. Sometimes we may need work together to find the right class options for your child.

**Cancellations** are processed on a monthly basis. If you intend to cancel in December, we must be notified no later than November 1<sup>st</sup> (BY EMAIL). If we receive notice on November 15th, your enrollment will be cancelled as of January 1st (the next billing cycle after the one month notice). Tuition for the current month and the registration fee WILL NOT be refunded.

**New students** may withdraw from our program any time during their first term (the first 4 or 5 months depending on if they joined in the spring or fall term respectively). We ask for one month notice to allow us time to work to find an alternate class placement for your child. Tuition for all classes after the one month notice period will be refunded.

**For continuing students,** refund of the Fall Term (September - January) will be processed only after the school receives a written notification as follows:

100% of tuition (all 5 months) is refunded if the cancellation notification is received before the start of classes

80% of tuition (the last 4 months) is refunded if the cancellation notification is received before the **second** lesson

60% of tuition (the last 3 months) is refunded if the notification is received before the **third** lesson

40% of tuition (the last 2 months) is refunded if the notification is received before the **fourth** lesson

20% of tuition (the last month) is refunded if the notification is received before the **sixth** lesson

**There are NO REFUNDS for the Fall semester after the 6th lesson for continuing students.**

For continuing students withdrawing during the Spring Term (February - June), a FULL REFUND will be issued for unused tuition if a withdrawal notice is received by Lesson 20. **After Lesson 20 no refunds will be issued for the Spring Term.**