

LEAP School Revised Billing Policy for Summer 2022 & the September 2022 – June 2023 School Year

1. The billing system we use here at LEAP is called Tuition Express. In order to streamline as many administrative functions as possible and cut cost, we are requesting all families will be required to make payments via direct debit utilizing our Tuition Express system.
 - a. Parents that are unable to participate in Tuition Express will be charged \$25/month and need to have payment into the Lexington Administrative office three days before the billing cycle. Please return the Tuition Express form with the registration contract in order for it to be considered complete.
 - b. Tuition will be billed on a monthly tuition only. Tuition will be debited from your account on the 15th of the prior month. (i.e.—December tuition is debited on November 15th). If the 15th of the month falls on a weekend day or a Monday holiday, the payment will always be processed on the Friday before.
2. In the event of a mandated closure of two weeks or less, there will be no credit or refunds given.
 - a. In the event of a closure lasting more than two weeks, parents will be billed for the next billing cycle minus their deposit(s).
 - b. Families with two children will *only* be billed for the child with the highest tuition.
 - c. If the school remains closed by the next billing cycle, parents will be responsible for 10 percent of tuition. If school is still closed for the subsequent billing cycle, parents will not be billed. Example: If the school was mandated to close on January 26th and as of the week of February 15th the school was still closed, payments would be processed on February 15th minus deposit(s). If the school remains closed by March 15th, parents would only be billed 10% of tuition. If school remains closed by April 15th, parents would not be billed.
 - d. When the school reopens after a closure, regular monthly billing will resume and billing will be prorated based upon the reopening date. Example: School is closed and reopens on March 15th. Parents would be billed for half of March tuition. If school were to reopen in the middle of a week, tuition will be prorated for that week.
3. If a parent knowingly engages in behavior that is not in compliance with the recommended quarantine guidelines determined by the state, they assume full responsibility for tuition during their child’s quarantine. If a child needs to quarantine due to possible exposure under any circumstance, parents are responsible for tuition during the time child is quarantined.

We, _____ & _____ (first and last names of parent(s) or guardian(s)) agree to the above revised billing policy for the Summer 2022 Session and Fall/Spring 2022-2023 Session.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____