

# Highlands Latin School Indianapolis Financial Policies

## HLS 2024-2025 Tuition and Fees

### 2024-2025 Tuition, Books & Materials, and Other Fees

Tuition by Grade	Days/Week	Tuition (per year)	Books & Materials	Security <sup>1</sup>
Jr. Kindergarten – full day	2-day	\$4,400	\$325	\$150
Kindergarten	3-day	\$6,400	\$450	\$150
1 <sup>st</sup> - 4 <sup>th</sup> Grade	3-day	\$6,750	\$450	\$150
5 <sup>th</sup> - 12 <sup>th</sup> Grade	4-day	\$8,300	\$500	\$150

<sup>1</sup> There is a family maximum of \$450 for the annual Security fee

### Tuition and Fees Information

Tuition covers the general cost for faculty, facilities rental and management, and administrative support. There are other costs associated with a private school education that are not covered by tuition. Your total monthly bill will include tuition as well as other expenses your student incurs, such as those noted below.

#### Tuition Does NOT Include

Book and material fee, Security fee, uniforms or optional items such as hot lunch. This is not an exhaustive list and other fees may be incurred. Extra-curricular activities maintain individual fees per the specific activity. All fees are non-refundable.

#### Books and Material Fee and Security Fee

The Books & Material fee and Security fee will be invoiced and collected with the 1<sup>st</sup> Tuition payment invoice in June 2024. These fees are non-refundable.

#### Payment Plan Options

##### **Payment plan options are as follows:**

- Tuition paid in full by June 10, 2024
- Tuition paid in 2 equal installments (June 10<sup>th</sup> and November 10<sup>th</sup>)
- 10-monthly payments made by automatic bank withdrawal only (June 10<sup>th</sup> –March 10th)

#### Late Payment Fees

There will be a \$40 charge for tuition payments received after the due date of any month. If a balance is outstanding over 30 days, there will be an additional finance charge of 1.5 % of the outstanding balance incurred monthly. Late payment fees are non-refundable.

#### Transcript Release Policy

All student billing accounts must be current before Highlands Latin School Indianapolis will release academic records/transcripts to another school. Academic records may also be withheld for not returning school equipment or settling outstanding fees. Official transcripts and diplomas will be withheld if a senior student account has not been paid in full by the last day of the HLS academic year.

## Enrollment

There is a \$250 non-refundable enrollment deposit per student. This deposit will be credited to the student's 2024-2025 tuition. The Withdrawal policy below is applicable once the enrollment fee is paid.

## New Students

Once a student is accepted into HLS, the enrollment deposit due date will be specified on the acceptance letter. Seats in classes are not reserved beyond the enrollment due date on the acceptance letter. If the enrollment deposit is not paid by the due date, a late fee will be assessed.

## Re-enrollment Fee (All Returning Students)

For all returning students there is a re-enrollment fee of \$250.00 per student due February 7, 2024. This non-refundable \$250 fee will be credited to the student's tuition account in the fall of the next school year.

- **Late Re-enrollment Fee:**

There is an additional late fee of \$100 if the re-enrollment fee is paid after February but by March 31<sup>st</sup>. If classroom space is available, students who re-enroll after April 1<sup>st</sup> pay an increased late fee of \$200. **This late fee is non-refundable and is not credited toward tuition.**

- **Withdrawal of Re-enrollment:**

When paid, the re-enrollment fee reserves a seat for the upcoming school year for each student currently enrolled and obligates the family to the withdrawal policy should their enrollment plans change.

## Withdrawal Policy

It is our desire to remain fiscally responsible and be good stewards of the financial commitment our families have made to their children's education. As such, to maintain a sound operating budget, Highlands Latin School Indianapolis has authorized a schedule for payment of tuition in the event an enrolled student withdraws from the school during the school year, or for the upcoming school year.

If a family chooses to withdraw an enrolled student, they must notify the Admissions department by completing the HLS Withdrawal Notification Form. Withdrawals that occur after February 8, 2024, will be assessed a portion of the tuition based on the date the completed HLS Withdrawal Notification Form is received as set forth in the table immediately below.

### Withdrawal Notification Receipt Date

February 8– April 30, 2024

May 1 - July 31, 2024

August 1 - September 30, 2024

October 1 - December 31, 2024

After January 1, 2025

\*less amounts already paid toward 2024-25 tuition

### Amount Due to HLS

Enrollment deposit of \$250

25% of 2024-25 tuition\*

50% of 2024-25 tuition\*

75% of 2024-25 tuition\*

100% of 2024-25 tuition\*

All legal fees and/or expenses incurred by the school in regard to collection of outstanding tuition and/or fee balances will be the responsibility of the parent and/or guardian of the student.

## Financial Questions

If you have questions about payments or financial matters, financial aid or this financial policy please contact Susan Wible at [swible@indylatinschool.org](mailto:swible@indylatinschool.org) or 317-519-5501.