

LINCOLN SCHOOL

Payment of Tuition and Fees School Year 2011-2012

Lincoln School is a non-profit organization, funded primarily through tuition. Supplies and staff are committed one year in advance, thus tuition and fees are expected to be paid in advance for the full year.

Tuition and Fees:

Annual Tuition

Pre-School	\$ 5,200
Elementary School	\$ 14,720
Middle School	\$ 16,250
High School	\$ 17,900

One-time Fees

Application Fee	PS	\$ 100
Application Fee	P1-12	\$ 450
New Student Capital Fee (Due upon enrollment)	P1-12	\$ 5,000

Annual Fees

Annual Capital Fee	P1-12	\$ 600
Transportation Fee	PS-12	\$ 980
Senior Fee	12	\$ 120

Payments:

Tuition and fees must be paid for the full year by August 31 or within one week of enrollment. Capital and application fees are payable in full regardless of enrollment date during the year.

The minimum term of billing for a newly enrolled student should be one semester (two quarters), except for those who enter in the fourth quarter.

Installment Plan:

Based on need, installment payments for tuition may only be granted upon written request to the Business Office with approval by the Director. In order to qualify for a payment plan, the installment fee must be paid with the first installment payment. Application Fee, Capital Fees, Transportation Fee, and Senior Fee are also to be paid in full with the first installment.

Installment plan options:

- 5 months plan, all tuition and fees to be paid by December 15. Installment fee \$250.
- 8 months plan, all tuition and fees to be paid by March 15. Installment fee \$350.

Important to Note:

If a required payment, i.e. full tuition or approved installment plan payment is delinquent by more than 60 days or 30 days after March 15 the student will not be allowed to attend class before the outstanding payment has been cleared.

Transportation:

Upon payment of a transportation fee, the School shall make transportation available to families who want their children to ride a school bus to and from School. However, if a location is unreasonable, inconvenient, too distant, or uneconomical, the service may not be feasible.

Please inform the Transportation Office for cancellation of bus services.

How to Pay:

Payments to be made in USD

- By check drawn on a US bank account
- Direct wire/deposit to Lincoln School's US bank account (All bank charges to be paid by the parent)
- Nepali/Tibetan nationals have the option of paying in Nepali Rupees by check.

Receipts are issued against payment of all tuition and fees. Checks are to be made payable to: **Lincoln School**. Please notify the Business Office of all direct bank transfers.

For Direct Wire/Deposits:

Transfer to be in favor of Lincoln School. Please mention your name and details in the transfer and send a copy of transfer verification to our Business Office.

Account Name	Merrill Lynch
Account Number	6550113516
Bank	Bank of America, N.A. 100 West 33 rd Street New York, NY
Swift Code	BOFAUS3N
ABA Number	026009593
For further credit	Lincoln School Account: 761-04004

Any other payment arrangement must be discussed with the Business Office.

Refunds:

Refunds for early withdrawal are voluntary by the School and presuppose normal family transfer. Any large number of withdrawals, for which compensating admissions are not expected, may require the School to suspend all payments for early refunds. In case of a *force majeure* no refunds will be given.

Refunds may be obtained for tuition and transportation fees only. Refunds may be given only for quarters not attended when students depart school permanently.

Refunds will be made by check and only to the person or organization that originally paid the tuition and fees. Interest will be non-refundable.

Lost Books/Equipment:

Students will be billed for the replacement cost of lost books and equipment. Payment is due immediately upon receipt of invoice. The fee is refundable if the book/equipment is found and returned. Final report cards will not be released until payment is made.

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