



3. Families enrolling a child after June 1, 2021 and before the first day of school may choose any plan. However, the plan payment schedule must be brought up to date before allowed in class (a catch-up payment will be required).
4. Families enrolling a child after the first day of school but before the end of the first semester will be charged the enrollment fee plus full annual tuition. Families enrolling a child after the end of the first semester will be charged the \$125 enrollment deposit plus 55% of the full annual tuition.
5. Scheduled payments must be kept current. Keeping payments current ensures that a student will be allowed to attend his/her scheduled classes, take exams, receive grades, credits, and transcripts, will be allowed to participate in school-sponsored sports, events, and trips, and receive a diploma at graduation.
6. Tuition does not include the following: school uniforms, activity uniforms, spirit wear, student yard signs, band instrument rental fees, athletic games pass (VIP pass), and other activity cost. If a uniform is required for an activity, the coach or sponsor of that activity will inform the parent or guardian of the amount. The uniform fee will be due in full by the date set by the coach or sponsor.
7. Parents or guardians will be notified when a charge is being applied to a student's account due to damage to the Chromebook or other school equipment. The same is true for books, charges, or Chromebooks. Payment to cover the cost is expected the following month. If payment cannot be made by that time contact the Business Office to establish a payment plan.
8. Families are required to complete 10 service hours at a Trinity function during the school year. If services hours are not completed by the end of the school year. The account will be billed \$20 per uncompleted hour.
9. Trinity administration will select one fundraiser a year with the expectation that all families participate. Failure to participate or meet the minimum requirements of the fundraiser may result in a fee.

## **SECTION II. REFUNDS & NOTES: PLEASE READ CAREFULLY**

1. The \$125 Enrollment Deposit is non-refundable.
2. Upon enrollment, a financial obligation and commitment to Trinity for a full year is made. In the event, a student must withdraw from Trinity future monthly tuition billings will cease provided a withdrawal form is completed. Trinity will not prorate, discount, adjust or cancel previously billed tuition, collected or not yet collected, in the case of withdrawal on or after the first day of school, and parents / legal guardians / legal custodians will remain responsible for the unpaid balance on the account.
3. No refund of annual or semi-annual tuition paid will be processed without a completed withdrawal form signed by all responsible parties, parents and/or legal custodians and guardians as listed on this form and a Trinity administrator. The date on the withdrawal form is considered the effective day of withdrawal. Refunds will not be issued for partial months. Annual and semi-annual accounts paid will be refunded based on a 10-month tuition rate.
4. Trinity will not refund, pro-rate, discount, adjust or cancel previously billed tuition, collected or not yet collected, if a student is either dismissed or asked to withdraw from school for disciplinary reasons, and in such a case parents/legal guardians/legal custodians will remain responsible for the unpaid balance on the account.
5. Tuition rates are provided on the Trinity website. If tuition assistance is requested and granted, you will be notified separately of the revised tuition amount. The notification letter must be signed and returned to the Business Office by August 2. **Failure to do so may result in the assistance not being available after August 2.**
6. After separation from Trinity, regardless of the reason, the final account balance due remains payable per the terms of the payment plan originally selected.
7. You will not receive regular statements if the tuition is withdrawn from your bank account monthly. Accounts paid by cash, check or credit cards will receive a monthly statement. In the event you do not receive a monthly statement it is still your responsibility to pay the monthly tuition.
8. A late fee of \$10 will be applied to the account if payment is not received by the 20<sup>th</sup> of the month. If the account becomes 30 days past due a late fee of \$20 will be charged each month the balance is not paid. You will be responsible for any bank charges for return checks or rejected draft transactions to insufficient funds or closed accounts.
9. In the event of a fire, natural disaster, war, governmental action, act of terrorism, pandemic, epidemic, or any other event beyond the School's control, it is up to the School to suspend classes or switch to an alternative instruction method. If such an event occurs, there will be no reduction or refund of tuition and fees for the discontinuation and disruption of the school year. It remains the responsibility of the parent or guardian to continue to make scheduled payments.