This summary describes financial information related to payment of tuition, fees, and other charges for the school year 2017-18.

**NOTE:** All parents, including parents of Financial Aid recipients, should take time to read this financial information as these policies and procedures apply to the payment of bills in the upcoming school year.

**The School will maintain one account for each student that will include the following charges:**

- **Tuition for the 2017-18 school year of $58,155.**
- **Student health fee of $800 covering use of Clark House and for the attention rendered by the Clark House staff, including our resident physician.**
- **Student health insurance ($1,725 for 10-month international plan or $775 for 3-month domestic plan) if elected or required, which will be billed in July. Refer to the Enrollment Agreement for specific information on requirements and billing.**
- **Non-U.S. resident students are required to purchase insurance and will automatically be billed for the 10-month policy offered through the School.**
- **Student publication fee of $170 (Horae Scholasticae, The Pelican, Yearbook, Student Directory and WSPS-FM).**
- **Technology fee of $225.**
- **Tuition Refund Program (if applicable) of 1.4% of net tuition. Please refer to the brochure for additional information which is available at www.sps.edu.**
- **$145/term/course fee for any Arts Program course. This charge will be billed at the beginning of each term.**
- **$125/term/course fee for any Science Department course. This charge will be billed at the beginning of each term.**
- **Student expenses for books, materials, athletic rentals, special events, team photos, damage charges, SATs, PSATs and AP Exam fees, medical service expenses (i.e. confidential testing, cab fares for local doctor visits), and items purchased in the bookstore (unless you have otherwise contacted the bookstore in writing) will be charged to student accounts. These charges must be paid each month. Additional information is available at www.sps.edu.**
- **Bus tickets (if arranged by the School) for Thanksgiving, winter and spring holidays, long weekends and the end of the school year are charged to student accounts. You will be charged the cost of the bus to the student’s destination divided by the number of students taking the bus. Please note: students signed up for a bus must notify the Dean of Students’ Office at least 24 hours in advance of travel to cancel, or they will be charged.**
- **Non-credit music lessons will be billed in September for a full academic year at $1,950. Additional information is available at www.sps.edu/music.**

**MONTHLY STATEMENTS**

The School will maintain one account for each student, with an online statement accessible by those family members who have access to the SPS parents’ portal. Parents will be notified via e-mail each month when the itemized statements are available online. Payment (in US Funds) is due the last day of the month either via the SPS parents’ portal, mailing a check to the Business Office or wire transfer. The School contracts with Value Payment Systems Education BillPay to provide a Ten-Payment Plan. Families electing this plan will not receive a tuition statement from St. Paul’s School prior to the date tuition is due. Tuition for the 10-pay option is paid on the 20th of each month through automatic deduction.

**FINANCE CHARGES**

A Finance Charge will be imposed on the ending balance shown in each monthly statement (tuition, fees, and other charges minus payments received) to the extent this balance remains unpaid beyond the last day of the month following the date on which the charge is posted. Families using the ten-pay option will have a Finance Charge imposed as of the last day of the month following the month in which any charge has been referred to us as not having been paid on time. The Finance Charge is computed on the month end balance and accrues at an Annual Percentage Rate of 12% (i.e., 1% per month).

Each payment received will be applied against the outstanding balance, beginning with the earliest outstanding charge and then against subsequent charges in the order in which they were made, without regard to whether the outstanding charge was for principal or interest.

**BILLING RIGHTS SUMMARY**

**In case of errors or questions about your bill.** If you think that your bill is wrong or you need more information about a transaction on your bill, write as soon as possible to: St. Paul’s School, Business Office, 325 Pleasant Street, Concord, New Hampshire, 03301, or e-mail Lisa Melanson at lmelanson@sps.edu. We must hear from you no later than 60 days after the monthly statement was sent and on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. Your letter or e-mail must contain the following information:

- **Your name, the student’s name and student ID number (found on the statement).**
- **The dollar amount of the suspected error.**
- **Description of the error and explanation if possible, of why you believe there is an error. If you need more information, describe the item you are unsure about.**

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of the bill not in question. While we investigate your question we cannot report you as delinquent or take action to collect the amount you question. **If you wish to speak to someone in the Business Office, please call Lisa Melanson at 603-229-4635.**
PAYMENT PLANS

Families have three options for payment of tuition: the Single-Payment, the Two-Payment, and the Ten-Payment Plans.

- **Single-Payment Plan** – The single-payment plan requires that the entire amount of tuition and all applicable fees be paid in advance by July 31, 2017. Families opting for the single-payment plan have the option of participating in the Tuition Refund Plan (cost is 1.4% of net tuition). Families who opt for the single-payment plan and have not paid tuition and fees by July 31, 2017 will be assessed finance charges as described in “Finance Charges” on the previous page. In subsequent months, finance charges will be assessed to any outstanding balance as of the last day of each month.

- **Two-Payment Plan** – Families who opt for this plan will be billed for participation in the Tuition Refund Plan. With the Two-Payment Plan, one-half of tuition, all fees and the total cost of the Tuition Refund Plan will be billed in July and must be paid by July 31, 2017. The remaining tuition will be billed in October and is due by November 27, 2017. Finance charges will be assessed to any outstanding balance as of July 31, 2017. In subsequent months, finance charges will be assessed to any outstanding balance as of the last day of each month as described in “Finance Charges” on previous page.

- **Ten-Payment Plan** – The School offers a 10-month payment plan. This plan is for tuition only. You must sign up by June 15, 2017 at www.educationbillpay.com/paymentplan and the first payment is due June 20, 2017. Families who opt for the 10-pay plan must pay tuition on the 20th of each month thru Value Payment automatic deduction plan. Credit cards are accepted but convenience fees apply. There is no charge for e-check payment. Families who opt for this plan will be billed by the School for participation in the Tuition Refund Plan. The School will bill tuition in 10 equal installments and credit the student's account with payments received through Value Payment Systems Education BillPay. Value Payment Systems Education BillPay will inform the School of any overdue tuition payments, and the School will accrue finance charges on the student’s account for any overdue tuition amounts, together with any finance charges incurred, as described in “Finance Charges”, on the previous page. Finance charges will be assessed to any outstanding balance as of July 31, 2017. In subsequent months, finance charges will be assessed to any outstanding balance as of the last day of each month as described in “Finance Charges” above. PLEASE NOTE: all fees and other charges on the student’s account with the School (unrelated to Value Payment Systems Education BillPay) are due directly to St. Paul’s School as described in “Monthly Statements” on the previous page.

Miscellaneous charges on student accounts are due monthly. Credits for Financial Aid are applied to specific tuition and/or fees as granted. Bookstore grants will be applied monthly and may be used to cover bookstore charges only. All other charges must be paid directly to the school.

Students with prior school year tuition, fees, or charges outstanding as of June 30, 2017 will forfeit their ability to return to the School in September.

Students who have any outstanding balance for tuition and/or fees may not be permitted to register in the fall; and if the account becomes past due later in the academic year, the School may refuse permission for him/her to continue in attendance or return from school breaks, participate in School trips, withhold transcripts and take any other action the School deems appropriate.

For parents of Sixth Form Students: All balances must be paid in full by April 30, 2018 in order for the student to participate in graduation activities.

After July 1, 2017, the School will not be required to refund payments or cancel unpaid obligations for any reason whatsoever, including the withdrawal or dismissal of the student and the closure of the School for any reason including but not limited to: war, civil strife, labor unrest; extreme weather conditions, pandemics, or other events. This policy is necessary to ensure the financial stability of the School and to provide resources for continued operations after the campus reopens. If the School has to close its physical campus it will make a good faith effort to continue to provide an education to your child, including modifications to the method used to deliver education.

LAUNDRY SERVICE

If you elect to participate in the laundry service offered through E&R Cleaners, you will be billed directly by E&R Cleaners. St. Paul’s School takes no responsibility for lost laundry or billing issues with E&R cleaners.

Washers and dryers are also available in each student house and operate with use of laundry cards. To deposit funds onto the laundry card, cash or credit card may be used at the kiosk in the Community Center.

ATM AND PERSONAL STUDENT FUNDS

The School has an ATM located in the Community Center for use by the entire School community. There is a fee of $1.35 per transaction for use of the ATM to cover cost and maintenance of the machine (the School makes no money from this fee). We encourage parents to establish an account with a bank, either locally or in their home area, and that this account include an ATM card. These accounts offer students the ability to obtain cash easily any time the Community Center is open. Personal checks, up to $200, may be cashed at the Business Office.

Purchases at the Community Center café may be paid by credit card, laundry card (with prepaid funds applied), or debit card for the purchase amount only. Purchases in the bookstore may be charged to the student’s account; or paid by credit card, cash, or personal check. If a student account is past due, purchases in the bookstore must be made by credit card, cash, or personal check. The School maintains the right to restrict student account purchases at the bookstore.

INSURANCE FOR PERSONAL BELONGINGS

We strongly encourage families to obtain insurance to cover any personal property that a student brings to school. Individual dormitory rooms do not have locks and the School assumes no responsibility for lost or damaged personal property (including damage caused by weather or mechanical failure).