

DWCA Payment Policy

Tuition and Fees Payment Guidelines and Responsibilities

Monthly Payment Schedule

All tuition and fee payments must be received by DWCA no later than the 5th day of each month. This includes, but is not limited to, tuition, registration fees, technology fees, activity fees, and any other applicable charges as communicated at the time of enrollment or as outlined in the annual fee schedule.

- Monthly invoices will be generated and sent to the primary email on file prior to the 1st of each month.
- All payments must be received by the 5th of each month, regardless of whether an invoice has been viewed or acknowledged by the parent/guardian.
- Payments may be made online via the school's payment portal, by automatic bank draft, or by other methods pre-approved by the DWCA administration.
- Any payment not received by the 5th of the month will be considered past due and may be subject to late fees as outlined below.

Final Balance Due Date

The final balance for the academic year must be paid in full by May 10th.

- This includes all outstanding tuition, fees, and any additional charges accrued during the school year.
- Failure to pay the final balance in full by May 10th may result in actions including, but not limited to, withholding of transcripts and records, exclusion from final exams, year-end activities, and graduation ceremonies, and possible dismissal from DWCA.

Automatic Draft and Withdrawal Procedures

DWCA utilizes an automatic bank draft system for tuition and fee payments to streamline the payment process and minimize administrative delays.

- If a student is withdrawn from DWCA, any outstanding balances remain due and payable in accordance with this payment policy, and an additional \$500 fee will be included.

- Automatic drafts will continue to occur for any outstanding balances, even if the student is no longer attending DWCA, unless written communication is provided in advance and alternative payment arrangements are authorized by the school.
- Parents/guardians must notify the DWCA administration in writing if they wish to make alternate arrangements for payment after withdrawal. Otherwise, the school will initiate automatic drafts on the scheduled dates until all balances are paid in full.

Parent Responsibility for Tuition and Fees

DWCA requires all parents and guardians to remain financially responsible for all tuition, fees, and other dues associated with their student's enrollment, regardless of the status or outcome of any scholarship or financial aid applications.

- Parents/guardians are required to monitor their student's account through the family portal to ensure all charges are accurate and all payments are up to date.
- Failure to secure or maintain scholarship or financial aid awards does not absolve parents or guardians from their obligation to pay all tuition, fees, or other associated dues in full and on time.
- It is the sole responsibility of the parent/guardian to ensure that all accounts are settled in full, irrespective of any third-party promises or pending approvals.
- Non-payment may result in restrictions being placed on student participation in curricular or extracurricular activities, as well as limitations on access to academic records, report cards, or transcripts.

Delinquent Accounts and Late Fees

- Any account not paid in full by the 5th of the month will incur a late fee of \$50 as specified in the school's annual fee schedule.
- Accounts more than 30 days overdue may result in additional administrative actions, including but not limited to, suspension of student services, restriction from class attendance, and referral to collections.
- Families with ongoing financial difficulties are encouraged to communicate promptly with DWCA administration to discuss possible payment plans or support options. All requests for special consideration must be submitted in writing and are subject to approval by the administration.

Communication and Account Management

- DWCA will communicate all account balances, charges, and payment due dates via the family portal and the primary email on file. It is the responsibility of the parent/guardian to ensure that contact information is current and communication is received and reviewed.
- If a parent or guardian fails to receive an invoice or notification, this does not relieve them of their payment obligations or exempt them from late fees.
- All account disputes must be submitted in writing to the school's business office within 10 days of the charge or notification.

Summary of Parent Responsibilities

- Ensure all monthly payments are made by the 5th of each month.
- Pay all final balances in full by May 10th.
- Remain responsible for all outstanding balances even if a student is withdrawn, unless otherwise communicated and accepted by DWCA.
- Continue to fulfill payment obligations regardless of scholarship or financial aid approval or denial.
- Maintain up-to-date account information and monitor student financial accounts regularly.
- Contact DWCA administration promptly if financial issues arise or if alternate arrangements are needed.

Agreement and Acknowledgment

By enrolling their student at DWCA, parents and guardians acknowledge that they have read, understood, and agreed to abide by the terms and conditions set forth in this payment policy. DWCA reserves the right to amend this policy at any time, with notice provided to families as soon as practicable.

For questions or concerns regarding this payment policy, please contact the DWCA business office directly.

Parent/Guardian Signature: _____ Date: _____

Students: _____