

Financial Policy

Listed below is the Statement of Financial Policy for the Cypress Bend Adventist Elementary School, located at FM 1728, Jefferson, Texas 75657. Please read this policy carefully as financial and other penalties apply for non-compliance.

1. Your Monthly Statement of Account will be mailed to you at the address of record or hand delivered at school each month.
2. Full payment of your tuition account is due by the 1st day of each month in advance (for example, October tuition is due on the 1st of October).
3. Accounts are LATE ON THE 16th OF THE Month. A \$15 penalty will be assessed for payments received as of the 16th of the month and \$30 penalty for payments received after the 1st of the following month.
4. Should your account become 30 days past due without **communication**, you will receive a letter (Treasurer will provide written notification) requesting payment in full and/or communication with the CBAES Finance Committee to make satisfactory payment arrangements*.
5. Should your account become 60 days past due without **communication** to make satisfactory payment arrangements*, your student will be suspended from attending class until your account is paid in full, including all applicable late fees. The School Board Chairman and/or the Treasurer will communicate this action to the family/guardian.
6. Should your account become 75 days past due without **communication** to make satisfactory payment arrangements*, your student's name will be dropped from the Student Roster of the Cypress Bend Adventist Elementary School for non-payment of your account. At this point, your student is no longer considered a student of the Cypress Bend Adventist Elementary School and is not eligible to attend classes.
7. If your student's name is dropped from the Student Roster of the Cypress Bend Adventist Elementary School for non-payment of account, full payment of the delinquent account and re-registration procedures will apply in order to return his/her name to the Student Roster and be eligible to attend classes.
8. If your account is past due, your student's grades and transcripts will be withheld until the account is brought current.
9. *It may be necessary for families to complete a Worthy Student application form in order to make satisfactory payment arrangements.
10. Financial aid may be available for those students who qualify. Students who are granted financial aid must maintain a minimum of a C+ average, have conduct in harmony with the guidelines set forth in the CBAES handbook and lastly, remain current with the monthly tuition account. In the event any of these criteria are not met, the aid will be discontinued the month following the event. In order for the financial aid to be reinstated, the parent/guardian will need to make a formal request before the School Board and pay any delinquent amount, including late fees at the time of the request.