Tuition Payment Policy

All tuition payments are essential to the health of our school. By honoring the school’s payment schedule, families ensure that an undo strain is not placed on the school’s ability to provide the education promised to the community.

It is the fiduciary duty of the Corlears School Board of Trustees to carefully oversee the School’s finances. In the interest of sound business practice and fairness, the Board of Trustees has established uniform policies and procedures with respect to the payment of tuition and fees.

Enrollment at Corlears is for a full year. No refund or reduction of tuition and fees will be considered for withdrawal, absence or dismissal, other than as provided in the Tuition Refund Insurance plan.

- A tuition deposit must accompany each enrollment contract. Enrollment deposits are explicitly non-refundable and cannot be applied as a charitable gift for any reason. A contract received without a deposit will be returned and the child will not be enrolled. Enrollment contracts for returning students will be accepted only if the tuition for the current school year is current. If there is a balance due for the current school year, any payments will automatically be applied first to any outstanding balance.
- Tuition payments are due as stipulated on the enrollment contract. All monthly payment plans must be arranged through the school’s online payment service (interest and service fees apply).
- Payments must be received in the Business Office no later than the due dates as stipulated and agreed upon on the enrollment contract.
- At the end of each month, student accounts will be automatically charged a 1% finance fee on balances more than 60 days in arrears with no payment plan in place.
- Neither transcript requests, nor any other outplacement services will be provided if tuition payments are more than 60 days in arrears.
- An account with tuition payments that are more than 60 days in arrears will be considered severely delinquent. A counseling process will be initiated to identify a plan to get the account current, requiring families to provide written documentation of any material adverse change to their financial situation impacting their ability to remain current on their account. The school will make every effort to be accommodating and fair in these unusual cases. Our goal will be to maintain the educational status of existing students and families and to find a way to bring the account up to date.
- In the event that such a plan cannot be established or maintained and an account remains delinquent, the matter will be referred to the School’s attorney for collection, and the student may be subject to suspension. In accordance with the enrollment contract, all costs incurred in the collection process will be the responsibility of the family.

Questions regarding billing should be directed to the Director of Business & Finance, 212-741-2800, ext. 242.