

**Lancaster Mennonite School  
Tuition Policy  
International Students**



**Tuition Payment: Payment for the full year is required by July 1.** Pay by check mailed to the school's business office or by wire sent to the school's account.

The business office will calculate your payment to reflect any discount, and will provide a final statement of charges for your record. Call Erma Shultz at 717-740-2433, or contact through email, [shultzej@lancastermennonite.org](mailto:shultzej@lancastermennonite.org), if you have questions or need information on wiring payment.

**International Payment Plan:** All financially responsible parties, without exception, **must** sign a Tuition Payment Plan. Return a signed payment plan to the business office immediately in order to finalize your child's course registration and class enrollment. If no contract or payment is received, classes and/or enrollment will be offered to other students.

**Student Incidental Fee:** International students attending LM that are not sponsored by an agency will be charged a one-time incidental fee of \$2,000. This additional charge may be used for, but is not limited to, any of the following incidentals:

- Damages to dorm room
- Unpaid lunch accounts and or athletic fees
- Graduation expenses
- Emergency flight back to country of origin
- Unpaid tuition required for graduation eligibility

Students charged an incidental fee will receive a refund of any remaining balance funds at the time of graduation or withdrawal.

**Donation to Annual Fund:** LMS tuition is intentionally lower than other private schools. This enables a wide diversity of students to attend LMS, enriching the social and educational environment. Donations from alumni, parents and friends are needed to continue to provide strong services to our students. Please consider a donation to the annual fund. Indicate amount on Tuition Agreement Form.

**Multiple Child Discounts, Grades K-12 (Second, Third, or Additional Child Discount):** The discount for a second student is \$600 per year. The third student, and any additional student, receives a \$700 discount per year.

**Serious Financial Delinquency: Students of parents with serious financial delinquencies:**

- May not enroll or begin another semester at Lancaster Mennonite School. Outstanding balances from a sibling's account or another family account may prevent reenrollment.
- May not receive a report card or interim transcripts or receive final transcripts and diplomas. These items are issued only after all family financial obligations are met.
- In some situations delinquent accounts may be referred to an outside collection agency.

**Fees for Past Due Accounts and Returned Checks:** There is a \$44 per month charge for past due/late accounts. Accounts that have checks or debits returned for insufficient funds will be charged \$44.

**Full payment is due by July 1.** Your student will not be able to attend school, move into, or return to the residence hall until we have received your payment in full. Payment after July 1 is subject to past due/late fees.

Refunds for leaving the school (tuition, technology fee and residence hall) will be given according to the following schedule:

- 70% July 1 up through the first two weeks of the school year.
- 45% if during the second quarter of the school year.
- 20% if during the third quarter of the school year.
- 0% after the third quarter of the school year.
- ELL receives full 100% refund if not needed