

**Lancaster Mennonite School  
Tuition Policy 2019-20  
United States Students**



**Tuition payment options:**

- A. Pay in full by June 10:** Pay by check mailed to the school's business office.
- B. AutoPay monthly on the 10<sup>th</sup> or the 25<sup>th</sup>:** Paid by installments via automatic bank account deduction on the 10<sup>th</sup> or 25<sup>th</sup> of each month and continuing until the tuition account is paid in full. AutoPay option will continue until Lancaster Mennonite is notified by you to change this agreement. Normal monthly payment plan is 12 months starting June 10.
- C. Coupon Book monthly on 10<sup>th</sup>:** Paid by check using monthly coupon book; payments are due on the 10<sup>th</sup> of each month. A \$168.00 annual service fee, per student, will be charged to your account. The coupon book will be mailed to you. Normal monthly payment plan is 12 months starting June 10.
- D. Credit Card: – monthly on the 10<sup>th</sup>:** A 2.5% processing fee will be assessed for each credit card transaction. Please contact the business office to authorize a credit card payment or use the "PAY TUITION" button on LMS website at [www.lancastermennonite.org](http://www.lancastermennonite.org)

The business office will calculate your payment to reflect any discounts, financial aid, or scholarships and will provide a final statement of charges for your record. Your annual invoice will be mailed to you the end of May. Call Erma Shultz at 717-509-4459, ext 1063 or contact through email [shultzej@lancastermennonite.org](mailto:shultzej@lancastermennonite.org) if you have questions.

**Tuition Payment Plan Agreement:** All financially responsible parties, without exception, **must** sign a Tuition Payment Plan Agreement. 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.

**Financial Aid:** Need-based financial aid (also called tuition assistance) may be available to qualifying students at Lancaster Mennonite School. Financial aid is awarded based on the reduced amount of tuition due after all discounts are applied. To apply for financial aid, parents need to complete an online application through FAST (Financial Aid for School Tuition). A link to FAST is available on the LMS website. After completing the online application, tax documents need to be submitted directly to FAST for verification purposes. Applicants must reapply each year. For details, call the financial aid office at 717-740-2431.

**Merit Scholarships:** Ten \$1,000 scholarships are awarded to new students in grades 6-12 with strong academics, excellent character, church involvement, service/missions, and solid recommendations. The deadline for these scholarships is May 1, 2018 and requires a separate application to be completed by student with references.

**Multiple Child Discounts, Grade K-12 (Second, Third, or Additional Child Discount):** The discount for a full-time (5 full days a week) second student is \$600 per year. The full-time (5 full days a week) third student, and any additional students, receive a \$700 discount per year. Often families with two or more students attending Lancaster Mennonite are able to qualify for financial aid.

**Serious Financial Delinquency:**

**Tuition accounts with serious financial delinquencies:**

- Student(s) may not enroll or begin another semester at Lancaster Mennonite School.
- 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 Accounts with Non-Sufficient Funds:** There is a \$44 per month charge for past due accounts. Accounts that have checks or debits returned for insufficient funds will be charged \$44.

**Refund Policy:**

LMS will refund all tuition, for any reason on a prorated per day basis from the official date the student withdrew. If a student never attends, a 100% refund on tuition will be provided.