Ridgefield Academy and Landmark Preschool
2018-19 Financial Information

Please review carefully this information regarding the upcoming 2018-19 school year, and contact the Business Office on the Ridgefield campus with any questions about your financial account. Thank you!

Tuition, Fees and Payment Information

Deposits made with your enrollment contract are applied toward your tuition, and are non-refundable.

Enrollment contracts for the 2018-19 school year become binding as of Friday, June 1.

Payment schedules: **June 1 is the first due date for tuition payments.** Please refer to your enrollment contract for your selected payment plan.

- Annual: Single payment, due June 1.
- Bi-annual: Two payments. 60% due June 1, 40% due December 1.
- Monthly: Eight payments, due June 1 through January 1.
- Enrollment contracts signed after June 1 will select a payment plan and make payments to "catch up" to the schedule already in progress.

Any changes to your selected payment plan must be communicated in writing to the business office no later than Friday, May 4. Email Linda LaFonte at llafonte@ridgefieldacademy.org.

Fees: Bi-annual and Monthly plans include installment payment fees (2%) and Tuition Refund Plan (TRP) fees (1.5%). TRP is available to all families. Please note: Families who select the "Annual" payment plan and do not make payment in full by June 1 are subject to installment and TRP fees.

Tuition and fee invoices: Watch your email for first invoices from our online billing partner, Blackbaud Smart Tuition. All communication is sent via email to the primary email address as recorded in Smart Tuition. To select paper invoices by mail and/or make changes to your email and contact information, log in to your Smart Tuition account.

Due dates: Tuition and fees are due on the first day of each month. **Late fees** of $40 per month will be assessed for any full or partial monthly unpaid balances of $500 or more.

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Optional Expenses

Bus Transportation (K-8): Fees for bus transportation are applied to accounts in the fall and are due at that time. For your planning, bus fees will be confirmed before school begins in September.

Extended Day Program, Preschool lunches and camps: Fees for optional programs are due at sign-up or when invoiced.

School Attendance

It is school policy that classroom attendance is dependent upon financial accounts being up to date. Please give your invoices prompt attention and let the Business Office know whenever you have questions.

We look forward to a successful 2018-19 school year!

Best regards,

Briggs L. Tobin
Chief Financial Officer
203-894-1800 x114

More questions? Please contact us and let us know how we can help.

Tuition and online accounts:	Linda LaFonte llafonte@ridgefieldacademy.org 203-894-1800 x105
Bus transportation:	Larry Curry lcurry@ridgefieldacademy.org 203-894-1800 x110
K-8 Extended Day:	Donna Kauth dkauth@ridgefieldacademy.org 203-894-1800 x106
Preschool Extended Day:	Please contact the Landmark campus your child attends.