



IMS Enrollment & Tuition Policies

Tuition

Tuition is due on the 15th of each month. There is a five-day grace period given to make payment. After the grace period, a late fee of \$35.00 will be added to the account. TADS has now prohibited the removal/suspension of late fees. There is a charge of \$35.00 for any returned payment.

Payment

Payments can be made online using a credit card, debit card, or direct debit from a bank account. TADS charges a 3% surcharge on payments. Money orders or checks may also be brought to the school office or mailed directly to TADS. Payments must be made out to TADS and include the child's name and account number. Please keep your receipt until payment clears your account.

TADS
110 North 5th Street
Second Floor
Minneapolis, MN 55403

Delinquent Tuition

When an account is past due, the tuition manager will contact you by phone and/or email to make a payment arrangement. In the event that a parent does not return communication and payments are not made, a suspension will occur. The child will be denied access to virtual learning or in-person instruction. If a student is suspended for a 10-day period without communication between the parent and school, the student will be formally unenrolled from school.

60 Days Late

Any account that is 60 days or more in arrears will be given a suspension. The tuition manager will reach out to the family and attempt to make a payment arrangement. This arrangement will be for a payment being made toward the

account within 7 days. If the parent fails to make payment or does not return communication, the child will be suspended. The student will be denied access to the various virtual learning platforms or in-person instruction. Any student that is not present 10 days or more due to nonpayment of tuition, should be removed from the enrollment. In order for records to be released, accounts must be paid in full.

Parental Code of Conduct

Parents are required to understand and support the philosophy of Independence Mission Schools (IMS). These include the following codes of behavior:

- I understand that my participation in my child's education will help him/her be successful in school.
- I understand that everything I say or do is used by my children as a model by which to live and that being a positive role model for my child/ren is an important and critical responsibility.
- At no time will I participate in destructive criticism of the staff or school to my child or others. If a problem arises, I will contact the teacher, staff member or principal as required to resolve the problem.
- I will support the school by ensuring that my child/ren's behavior is worthy of their place at school at all times, both in and out of uniform.
- I will support the school and the efforts of the teachers by explaining the importance of abiding by the school rules and expected Code of Conduct to my child/ren.

Required Documentation

Documents required for admission are as follows:

1. Birth certificate
2. Shot Record
3. Report Card (Kindergarten-7)
4. Letter or Recommendation (attached)
5. IEP (if applicable)
6. Assessment given by the school
7. Total income from previous year to create tuition estimate

Financial Aid

Tuition estimates are based on household income. Scholarships may come from IMS or Children's Scholarship Fund of Philadelphia. You can apply for the Children's Scholarship Fund of Philadelphia at csfphiladelphia.org during their open enrollment period. A financial aid application must be completed on the TADS website upon acceptance. All necessary documentation to support household income must be submitted to TADS. These documents may include:

1. Previous year 1040 Federal tax return
2. All W2's from employer
3. Food Stamp/Cash Assistance documentation
4. Child Support documentation
5. SSI
6. Proof of all household income

Enrollment-Returning Families

Enrollment for the upcoming school year begins in January. Parents can complete enrollment through the TADS website. A **non-refundable** registration fee of \$100 will be charged to your tuition account in installments of \$25.00 per month beginning with the February invoice and ending in May. All returning families must complete a financial aid application on TADS. Financial aid will open March 1st. All documentation must be submitted by April 15th.

Admissions & Enrollment -New Families

Complete an online admissions application at the school's website. You will be contacted by the tuition manager at the school to set up an appointment. During the appointment, required documents will be presented, and a tuition estimate will be created. To determine acceptance, admissions testing may be required. Once a student is accepted and enrollment is completed, a **non-refundable** registration fee of \$150 will be charged. **New parents must also complete financial aid.**