



THE VILLAGE SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

Business Office FAQs

For assistance, please contact our office at business.office@thevillageschool.com

All available payment methods and instructions may be found on our *Business Office Resources* page on The Village School website. Please go to <https://www.nordangliaeducation.com/village-houston/parent-essentials/business-office-resources>.

> My Village > Business Office Resources.

23-24 Re-Enrollment Contract Changes

In order to streamline this process for our families this year, your child's enrollment contract will look slightly different. Below are some important things to note as you review the contract.

- **Tuition Fees are no longer broken out within the enrollment contract; they are rolled up into "Other Fees"**. We have included a list of all applicable tuition fees with pricing by grade level for your reference on the last page of this FAQ document. If you require a tuition invoice to submit to your employer or agency, those fees will be broken out on the detailed invoice you receive.
- **Tuition Fees are now required to be paid in full with the 1st installment for all payment plan options**. If you have any questions regarding this change, please contact our office.

How may I get an invoice to submit to my employer?

Please e-mail our office and let us know you require a detailed tuition invoice to submit to your employer or agency for payment. Please note students must be enrolled prior to an invoice being requested, and all applicable fees and discounts will be broken out on the invoice. Please include the student's full legal name and/or student ID number in your email for faster processing.

What might be billed to my account other than tuition?

- Any ancillary services or extracurricular activities in which your child may participate.
- Lunch (FLIK) purchases and Campus Store purchases are each accumulated monthly and billed to each child's account the following month. If you would like to turn off your child's ability to purchase in the Campus Store at any point, please email our office.

After School and Bus Services?

- Any after-school services needed may be requested, managed, and paid for through SchoolsBuddy.
- Bus services may be requested through Carolyn Anshus at carolyn.anshus@thevillageschool.com. Those charges will be billed to your account, and you will see them on your monthly statement after signing up.

What is the difference between a Contract, Statement, Invoice, and Receipt?

- A Contract or “tuition schedule/agreement” shows the details of the upcoming school year’s tuition with a breakdown of all tuition-related fees and discounts as well as finance fees for all available payment plan options. See “Mandatory Fee Explanation Sheet” for more information on fees.
- A Statement is sent to all families showing a balance due (tuition and ancillary charges) on a monthly basis. Statements are always sent out mid-month with the balance due on the 1st of the following month. If you do not have any balance due (i.e. you owe nothing), you will not receive a statement. The statement will show a ledger of your family account including all tuition and fees totaled, any additional ancillary charges incurred, and payments and/or credits applied. Statements are run for a specified timeframe which is typically about 3-5 months back from the date it is sent. The statement may be used for a receipt of payment as needed.
- An Invoice is sometimes required in lieu of the statement when a balance is owed for families who may need to submit documentation to their company for direct payment or reimbursement purposes for which there are certain requirements. An invoice is similar to a contract, whereas it does not show any ancillary fees, credits, or payments (outside of the tuition deposit). An invoice simply provides a detailed summary of the tuition and fees from the annual contract in a format that meets all company and relocation agency requirements for processing. Invoices are available upon request.
- A Paid Invoice is sometimes required for company reimbursement or tax purposes as proof of payment in lieu of the monthly statement. A paid invoice includes the same detailed information as an invoice but with a paid balance.

I need Financial Assistance for my child’s tuition.

You may apply for Financial Aid on our website [here](#) at the bottom of the page under the

Financial Aid section via our 3rd party aid estimator, SSS.



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Mandatory Tuition Fees: 2023/2024 School Year

The following fees are required for each student annually and are non-refundable. These fees are mandatory and are directly related to each student's grade specific curriculum.

- ❖ **Technology Fee:** This fee helps to cover the cost of technology made available for student learning and to keep The Village School's technology current.
 - *Grades 1-4: \$300*
 - *Grades 5-12: \$400*

- ❖ **Graduation Fee:** Only 12th grade students are assessed this fee, which covers common graduation materials such as cap, gown, event costs, and other graduation-related expenses.
 - *\$1,150*

- ❖ **Curriculum Enhancement Fee:** This fee covers expenses for an educational class trip that is a learning experience for the student. This trip is mandatory as a required part of the course curriculum and the student will receive a major grade for their participation. For grades 4-6, this fee covers curriculum-enhancing field trips throughout the school year. *School trip locations are subject to change*
 - *Grade 4: \$425*
 - *Grade 5: \$750*
 - *Grade 6: \$975*
 - *Grades 7-8: \$2,400*
 - *Grades 9-11: \$2,300*
 - *Grade 12: \$1,300*

- ❖ **Enrollment Fee:** All students are assessed this fee. It helps to cover the costs associated with the issuance of contracts and record keeping.
 - *\$475*

- ❖ **Building Fee:** All students are assessed this fee. It helps to cover the management and maintenance of all student facilities.
 - *\$1,000*