

**OREGON EPISCOPAL SCHOOL
STUDENT BILLING FREQUENTLY ASKED QUESTIONS
2013-2014**

1. What methods of payment does OES accept for tuition and incidental charges?

OES accepts checks (including through online bill pay with your bank), cash, and wire transfer. For instructions on paying by wire transfer, please email Lisa Kave in the Business Office at kavel@oes.edu.

2. Where should I send my payment for tuition and incidental charges?

Oregon Episcopal School
Unit 63
P.O. Box 4900
Portland, OR 97208-4900

Please note that checks mailed to the above address go directly to the school's bank lockbox. Payment may also be brought either to the reception desk in the main lobby entrance of the school or to the Business Office in Morris House.

3. Who should I contact regarding questions about my account?

Please contact Lisa Kave at 503-416-9380 or kavel@oes.edu.

4. May I pay with one check if I have more than one child in the school?

Yes. Please reference the account number shown on your billing statement.

5. If I sign a contract for payment plan B or C, can I pay off early?

Yes. Your total interest due will be adjusted depending on when the account is paid off. Please notify the Business Office if you wish to pay off your account early.

6. I would like to make payment by cash. Are cash payments treated the same as other payments?

OES is required by law to report receipt of more than \$10,000 in cash from one person over a course of any 12 month period to the IRS by filing an IRS Form 8300. Cash, money orders, cashier's/treasurer's checks and traveler's checks are considered cash payments. The payer will be asked to provide a Form W-9 (Request for Tax Identification Number) to the school. Payers will be notified by the school by January 31 of the following year once a Form 8300 has been filed.

7. What is covered under the Tuition Refund Plan?

For information on the Tuition Refund Plan (TRP), please click on the Tuition Refund Plan (PDF) link at www.oes.edu/admissions/tuition.html. Please read this document carefully to understand what is and what is not covered by the plan.

Families paying on installment are automatically enrolled in the TRP. Families paying tuition in full on August 1 indicated in their reenrollment contracts whether they elected to enroll. If you are enrolled in the TRP, your premium will be billed on the July 10 statement.

8. What happens if I am late making a payment?

The due date for payment of your billing statement is the first of the following month. Payments received after the 10th will be subject to a late fee of 1 ½ percent per month on the unpaid balance.

Reenrollment contracts for 2014-15 may not be offered or may be rescinded if accounts are not current as of the dates specified in next year's enrollment contract.

Diplomas will be withheld for seniors whose accounts are not paid in full one week prior to graduation day.

If the account is past due at the start of the school year, your child's entrance into OES, including pre-season sports and beginning of the year trips, may be denied.

If your child has signed up for a Winterim trip or Middle School language trip, the account must be current by thirty days prior to trip departure in order to keep your child's space on the trip. Financial aid will not be awarded for Winterim if the account is past due, and previously awarded Winterim aid will be withdrawn.

9. May my child charge expenditures to the account?

OES allows Middle and Upper School students to use their accounts to purchase items at the after-school Snack Bar, concession stands, the student store, and certain events. They may also charge group t-shirts, sweatshirts, etc. Charges for Lower School students for such items must be made by a parent or caregiver.

If you would like to preclude your child from making charges on your account, please contact Lisa Kave in the Business Office at kavel@oes.edu. If the account is past due, OES reserves the right to disallow charges to the account as well.

10. I have a credit balance on my account at the end of the year – what does the school do with credit balances?

For graduating seniors, the school will issue a refund check in July, after all charges for the school year have been billed.

For returning students, the credit will be applied toward the next year's charges. The first billing statement for the new year will be issued on July 10, with payment due August 1.

11. Why have I received a statement when my account has a zero/credit balance?

We send statements whenever there has been activity in the month, even when the ending balance is zero or a credit balance. We assume that parents want to review activity to make sure it is correct. If you would prefer that we not send you a statement when your balance is zero or a credit, please email Lisa Kave at kavel@oes.edu.

12. How do I register for Bus Service?

Information regarding bus service will be sent to families over the summer. If you have any questions after receiving the materials, please contact Robbi Garvin at 503-768-3162 or garvinr@oes.edu.