

## Metcalfe Registration Payments

The expectation is that full payments are made at the beginning of the school year, however a semester or monthly payment plan is available for parents should there be a need. Semester plans are payable prior to the first day of school with the second installment due by Jan 5th. Monthly plans are payable in 10 installments with the first made prior to the first day of school and by the 5th of the month Sept-May thereafter. Plans must remain current.

<b>Registration Fees</b>	<b>Full Payment</b>	<b>Semester Payment (due August 13<sup>th</sup> and January 5<sup>th</sup>)</b>	<b>Monthly (due by 5<sup>th</sup> of each month)</b>
K-2nd	\$225	\$112.50	\$22.50
3 <sup>rd</sup> -4th	\$270	\$135	\$27
5 <sup>th</sup> -8th	\$335	\$167.50	\$33.50
Family Cap	\$830	\$415	\$83
Preschool	\$3,500	\$1,750	\$350

Please visit this [link](#) to pay your fees online. TouchNet will send you a separate email confirming your payment. TouchNet is not able to set up recurring payments. Please go into TouchNet monthly to make your payment if you are following the monthly payment plan.

If you would like to pay by check you may mail the check to Campus Box 7000, Normal, IL 61790 or drop off your check in the main office. If you are following the monthly payment plan, some people have found it helpful to set up a recurring bill payment at their bank and have the check sent directly to Metcalfe. If you use this option, please make sure the student's name is in the memo so the payment can be applied correctly. Remember to stop the recurring bill payment after 10 installments.

If you have any questions about payments or balances, please contact Lynn Litwiller at 438-2912.