



Lake Country Christian School

Tuition and Fees Policy

Introduction

At Lake Country Christian School we believe that tuition payments are an investment in a child's education and in the formation of their religious foundation. The School Board accepts responsibility for the development of tuition policy, including recommending to the Administration policies concerning tuition rates and the manner of payment. It is also the responsibility of the Board to ensure that adequate financial resources are available for the school to carry out its mission in a sustainable manner and to ensure that enrollment is as available and affordable as possible to those who believe in the value of Christian education. The LCCS Core Value of *Partnership with Parents* provides a spiritual and financial basis for biblical stewardship of the school's resources. It is expected that parents will see their financial commitment to LCCS as an investment into the Kingdom of God that impacts the hearts of all the school's stakeholders.

Fees

- **Initial Fees** are those such as Application and Enrollment which are paid directly to the school. All Application and Enrollment Fees are due at the time of enrollment and are non-refundable. Students are not allowed to attend classes until these fees are paid in full.
- **Specific activity related fees** will be assessed based upon a student's participation in various school related or extra-curricular activities (e.g. athletics, fine arts, Youth and Government, senior retreats). These fees will be applied to your FACTS account in order to participate in each specific activity. Fees are subject to change during the school year.

Tuition Payments

- Tuition is paid by one of three options:
 1. **Ten-month payment plan via FACTS (an on-line tuition management solution utilized by LCCS)** - Electronic Funds Transfers withdraw money from the payee's checking account/credit card on either the 5th or 20th of each of ten months. The first FACTS payment is on May 5th or 20th based on your selection at enrollment.
 2. **Two Equal Payments** – Due on the first business day in July and January via FACTS. If enrolling after the first business day in July, the first payment is due immediately and second payment is due the first business day in January. 5% late fee applies.
 3. **Full Payment** - Due the first business day in July via FACTS. 2% full pay discount is available. 5% late fee applies.
- New families enrolled after May 20th can choose one of the three payment methods depending on their date of enrollment. If they choose FACTS monthly withdrawals, their payments must be completed by May 20th of the school year enrolled.

- Tuition accounts must be current for all students before the first day of school. No student may attend classes on the first day of school if their tuition account is not current.
- If a family closes their FACTS account without prior notification to the LCCS Business Office, they may be asked to withdraw their children until their account is current.
- It is important to note that student records will be held until tuition accounts are current.

Tuition Insurance

A portion of your total tuition costs includes tuition insurance. Tuition insurance covers the following specific reasons for withdrawal. A withdrawal fee of \$150 will be deducted from any refund meeting the criteria below:

- medical withdrawal of student (documentation is required)
- death of tuition payor (documentation is required)
- involuntary unemployment of tuition payor (documentation is required)
- job transfer of tuition payor (documentation is required)
- academic discharge of student (documentation is required)

All other reasons would be considered a voluntary withdrawal and subject to full tuition payment as agreed to in this contract. Documentation will be required to verify reasons for withdrawal.

Insufficient FACTS Withdrawals

- FACTS will assess a fee for insufficient electronic fund transfers in addition to the NSF charge made by your bank. FACTS will make two additional attempts to submit the payment. If those payments are also insufficient, the family may be asked to withdraw their children from LCCS until their account is current.
- Any returned checks to the LCCS Business Office will incur an additional charge.

Withdrawal/Refunds

The tuition contract of Lake Country Christian School is binding. After the contract is executed, the payor is obligated to pay the entire amount of the contract even if a student withdraws at any time before the end of the school year. Lake Country Christian School is financially committed to provide an education for its students for the full school year. The withdrawal of a student does not alter that financial commitment which is based upon the tuition contracts of all students who are enrolled for the school year.