



# 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 School 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 Fee, Enrollment Fee, International Student Fee, and Heritage Fund Fee which are paid directly to the school. Initial Fees are due at the time the application is submitted and at the time of enrollment. These fees 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, class trips, some grade level activities). Payment for these fees will be assessed through your FACTS account. These fees must be paid in full in order to participate in each specific activity. Fees are subject to change.

### Tuition Payments

- Tuition is paid by one of four options:
  1. **Twelve-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 5<sup>th</sup> or 20<sup>th</sup> of each of twelve months beginning July 5<sup>th</sup> or July 20<sup>th</sup> based upon your selection at enrollment and ending in June. Payments must begin in July in order to participate in the 12 month plan. **Senior students are not eligible for 12-month option. All Senior accounts must be paid in full and clear by April 30<sup>th</sup>.**
  2. **Ten-month payment plan via FACTS.** The first FACTS payment is on July 5<sup>th</sup> or 20<sup>th</sup> based on your selection at enrollment and last payment is in April.
  3. **Two Equal Payments** 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. Five percent (5%) late fee applies.
  4. **A Full Payment** due the first business day in July via FACTS. Two percent (2%) full pay discount is available. Five percent (5%) late fee applies.

- New families enrolled after July 20<sup>th</sup> can choose one of the following: Full Payment, Two Payment or 10 Month Payment Plan depending on their date of enrollment. If they choose FACTS monthly withdrawals, their payments must be completed by June 30<sup>th</sup> of the school year enrolled (**unless they have a senior student, in which case it must be paid by April 30<sup>th</sup>**).
- International Student Tuition is required to be paid in full upon enrollment.
- 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 and any other outstanding fees are current.

### **Tuition Insurance**

A portion of your total tuition costs includes tuition insurance. Tuition insurance covers the following specific reasons for withdrawal:

- medical withdrawal of student
- death of tuition payor
- involuntary unemployment of tuition payor
- job transfer of tuition payor consisting of a move of more than 40 miles
- academic discharge of student

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 may 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.**