

FINANCIAL POLICY FOR THE CURRENT SCHOOL YEAR

We hope everyone prospers, but in the best regulated homes emergencies arise. If financial difficulties occur, it pays to communicate with us, as our Financial Policy will be strictly enforced.

TUITION POLICY:

1. Tuition may be paid in four ways:
 - a) 11 monthly payments beginning July 1 through May 1
 - b) 10 monthly payments beginning August 1 through May 1 (upon request)
 - c) 9 monthly payments beginning September 1 through May 1 (upon request)
 - d) By the semester, 2 equal payments, on July 1 and January 1 (upon request)
 - e) By the year - paid on July 1 (upon request)

Note: If you register a child after July 1, you will be assigned a monthly payment plan to cover the pro-rated balance of the year's tuition.
2. Tuition payments are due the **FIRST** of every month. For your convenience, a coupon book will be provided. (You will not receive a monthly statement.)
3. Tuition payments not made by the 10th of every month will be charged a late fee of \$10.00 on their account.
4. **No student will be allowed to continue if the payment is 45 days past due** unless: 1) your balance is made current OR 2) satisfactory arrangements have been made, (prior to that date), with the business office. If the children come to school we will have to keep them in the office until you pick them up. This can be embarrassing to all concerned no matter how discreetly it is handled. In order not to embarrass your children, please do not send them to school. A reminder of our financial policy will be issued at this time.
5. If payment or payment arrangements have not been met in a reasonable amount of time, we will pursue any and all action to collect past due money. A 20% service charge will be added at that time.
6. There will be a charge (book fine) for textbooks damaged over and above all regular school usage, and lost books will be replaced at the parent's expense.
7. There will be a \$25.00 charge for any check returned for non-sufficient funds. Only a cashier's check, money order, or cash will be accepted after 2 non-sufficient checks
8. Checks returned for uncollected funds or closed accounts will be subject to a \$25.00 penalty to cover the additional bookkeeping procedures that are necessary.
9. **All Junior and Senior High accounts must be current for the students to take semester exams in January, final exams in May, receive report cards, or to participate in awards programs or graduation exercises.**
10. **All elementary accounts must abide by the same payment schedule as in #9 to take any tests or participate in any programs. After 1 week of non-payment your child will not be allowed back to class.**
11. **All K4 and K5 students must also abide by the same payment schedule as in #9. Tuition accounts must be paid in full to participate in K5 graduation exercises.**

ENROLLMENT POLICY:

1. Re-enrollment begins February 11th. Open enrollment begins February 25th. Payment of enrollment fee is required to hold a student's place in class. Payment **MUST** accompany the completed business office form. Enrollment will be on a first come, first serve basis.
2. Enrollment payments are **NOT** refundable.

CLASS FEE POLICY:

1. All fees **MUST be paid by the first week of school**. Class fees will be billed to your tuition account. Electives such as choir, band, etc. will be billed the first week of school. Please plan ahead for this expense. Students may not be admitted to classes after the **first Tuesday after Labor Day** if all fees have not been paid.
2. NO refunds will be made after the first week of school.

BUS CHARGES:

Bus charges will be billed to your account after the first week of school. (Applicable to bus riders only.)

EARLY WITHDRAWAL POLICY:

1. Before a child is considered “withdrawn” the parent **MUST** notify the school business office and sign a withdrawal form. Until the withdrawal form is turned in at the business office, the child will remain on the enrollment and will be billed accordingly. **WITHDRAWALS WILL BE SUBJECT TO A PENALTY CHARGE OF \$50.00.**
2. Withdrawals are re-figured based on a 9-month/ 36 week payment plan (instead of 12 months) to the nearest withdrawal date. At the time of withdrawal, textbooks must be returned to the school business office for credit. Student records are not released until the account is **PAID IN FULL**.

SPECIAL NOTE:

State Line Christian School reserves the right to dismiss any student not in harmony with our goals and policies. The school also reserves the right to dismiss any student whose financial obligations remain unpaid after the due date.

FINANCIAL POLICY AGREEMENT FORM

I understand and agree to comply with the financial policy of State Line Christian School.

Mother’s Signature

Date

Father’s Signature

Date

THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR ENROLLMENT PAPERS.