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# FINANCIAL POLICIES

1. Enrollment Fee: Due July 1<sup>st</sup>.
  - A. The Enrollment Fee is a \$200 per-child charge which must be paid initially. Payment of this fee holds a student's place in the appropriate class for the coming year.
  - B. The Enrollment Fee also covers such items as: hardback textbook rental, national and state association fees, student accident insurance, Stanford achievement testing, records maintenance, etc.
2. **Tuition:** Tuition is a flat annual rate based on the grade enrolled. To facilitate payment, one of three options may be chosen.
  - A. **Full Year In Advance:** Tuition, Workbook Fees and Monthly Extended Care for the entire year are to be paid by August 1<sup>st</sup>. Doing so entitles the school family to a 5% discount on the Tuition portion of the school bill.
  - B. **Two-Semester Plan:** Tuition, Workbook Fees and Monthly Extended Care for the first semester must be paid no later than August 1<sup>st</sup>, and the final semester payment no later than January 1<sup>st</sup>. No discount is offered for this plan.
  - C. **10 Month Payment Plan:** Those families choosing to use the 10 month plan **MUST** pay through the FACTS Tuition Management Program. You will have the choice of having your monthly payment automatically drawn on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. The first payment will begin in August and the last payment will be drawn in May. Please go to the school website at [www.tabernaclechristianschool.org](http://www.tabernaclechristianschool.org) and click on the FACTS logo to set up your FACTS account. There is an annual fee that FACTS charges for using their program. Currently the fee is \$38 per family, per year.

**NOTE:** All families will automatically be set up on the 10 month tuition payment plan unless the office is notified that an advanced payment-in-full or two-semester plan is preferred.

3. **Workbook Fees:** This fee covers the cost of consumable workbooks that are ordered for each student each year.
  - A. **Cost:** Workbook cost varies with each grade; therefore, each student in a family is usually charged a different amount, depending on grade placement.
  - B. **Payment:** Workbook Fees are payable by the methods listed above for Tuition.
4. **Other Fees:** Other fees (see 2010/2011 Rate Schedule) will be billed at pre-determined times throughout the year. Even though a student may engage in several activities before the related fees are billed, billing is spread out for the benefit of the parents. These fees are payable at the time they are billed, and are considered late after the 5<sup>th</sup> of the month. These fees are **NOT** covered under the FACTS Tuition Management Program. These fees will be billed separately by the school business office according to the following schedule:

Oct:	\$ 80	Volleyball Team Fee	Jan:	\$ 80	Basketball Team Fee
	\$ 80	Soccer Team Fee (boys)		\$ 50	High School Choir Fee
	\$ 50	Testing (8-12 <sup>th</sup> gr.)	Feb:	\$ 50	Academy of Arts Seminar (9-12 <sup>th</sup> gr.)
	\$ 50	PE			
Nov:	\$ 50	9-12 <sup>th</sup> Class Dues	Mar:	\$ 35	Graduation Fee - K5
	\$ 70	Science Lab		\$ 50	Graduation Fee - 12 <sup>th</sup> gr.
	\$ 80	HS Computer Lab	Apr:	\$ 80	Baseball Team Fee
Dec:	\$115	School Camp (9-12 <sup>th</sup> gr.)		\$ 80	Soccer Team Fee (girls)

5. Lunches must be paid for at the time of purchase. Half-day kindergarten through 6<sup>th</sup> grades purchase meal tickets in advance, to be used in the food line at the time of purchase. 7-12<sup>th</sup> grades pay the cashier for items selected at the time of purchase.
6. No student may begin school if payment is delinquent.
7. A \$10 late charge will be assessed for each month that an amount billed remains delinquent.
8. A \$25 charge will be added to an account for each returned check.
9. Should an account become thirty days delinquent, report cards will be held until the past due amount is paid, and the account will be referred to our financial committee. If an account becomes sixty days delinquent, student(s) will not be permitted to attend classes until all tuition, charges, and fees are current. If a student is no longer enrolled, the account must be paid in full before report cards and/or school records can be released.
10. On May 5<sup>th</sup> all accounts will be reviewed, and a student will be permitted to attend school past that date only if all tuition and fees due through the previous month (April) have been paid.
11. Tuition and fees due in May must be paid by May 15<sup>th</sup> for attendance to be permitted past that date.
12. All payments are to be mailed or delivered to the school business office unless using the FACTS Tuition Management Program.
13. If for any reason a student is not accepted by Tabernacle Christian School, the enrollment fee and any tuition paid in advance will be refunded, with the exception of an \$100 processing fee.
14. If a student withdraws prior to school opening, any tuition paid in advance and ½ of the \$200 enrollment fee will be refunded (\$100).
15. If a student withdraws after school begins, Enrollment and Workbook Fees cannot be refunded. Tuition charges will be prorated. A full month's tuition is due if a student has attended during any part of a month. After a student has withdrawn, any tuition that has been pre-paid for all remaining full months will be refunded. All other pre-paid fees will be refunded if the student has not engaged in the activity related to the fee. Fees that have not yet been billed for those activities in which the student has already taken part will be included in the final balance due.