

2011/2012 FINANCIAL POLICIES

For Calvary Christian School

1. **Registration and Matriculation Fees:** Due June 1st.
 - A. The Registration Fee is a \$60 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. (Early reg. Feb. 1-28 and save \$30 per child)
 - B. The Matriculation Fee is a \$85 per-child charge, which also is paid initially. Payment of this fee covers such items as yearbook purchase, national and state association fees, student accident insurance, Stanford achievement testing, records maintenance, SchoolCast Instant Parent Communication System, etc.

2. **Textbook Fees:** Due July 1st. This fee covers the cost of textbooks, which are ordered for each student each year.
 - A. **Cost:** The cost of textbooks will vary with each grade; therefore, each student in a family is usually charged a different amount, depending on grade placement.
 - B. **Payment Variables:** For returning families, textbook fees are billed and payable in July before school begins. For new families, half is billed with the first tuition payment, due August 1st; the other half is billed with the second tuition payment, due September 1st. Textbook fees are payable at the time they are billed, and are considered late after September 10th.

3. **Tuition:** Tuition is a flat annual rate based on the grade enrolled. Full payment may be made up front, or to facilitate payment either a two-semester or 10 month payment plan may be chosen. A discount is given for multiple child families.
 - A. **Payment in full up front:** Registration, Matriculation, Textbooks, and August tuition are due by Aug. 1st; the balance is due by the 1st day of school. (There is no discount offered for this option.)
 - B. **Two-semester tuition payment plan:** Registration, Matriculation, and Textbook Fees, plus tuition for the first semester must be paid by August 1st, and the final semester payment are due to be paid by January 1st.
 - C. **12-month payment plan:** Registration & Matriculation Fees are due June 1st. Textbook Fees are due July 1st. Tuition payments are made in 10 monthly payments, Aug 1st-May 1st. The first tuition payment is due on August 1st. Subsequent tuition payments are due on the first day of each following month. The due date for the last tuition payment of the school year is May 1st, which must be paid in full before enrollment for another year can be finalized or final records can be released.

NOTE: All families will automatically be set up on the 12 month payment plan unless the office is notified that an advanced payment-in-full or the two-semester plan is preferred.

4. **Other Fees:** The following fees 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 apply to only students involved in the activity, are payable at the time they are billed, and are considered late after the 10th of the following month. Fees will be billed according to the following schedule:

Sep 1 st :	\$ 13	PSAT (11 th)	Nov 1 st :	(cont.)
	\$ 25	Elementary Art Fee (all 1 st -6 th)		\$ 25
	\$ 45	HS Art Fee (participating 7 th -12 th)		\$ 25
	\$ 50	Senior Trip fee (9 th -12 th)		\$ 30
Oct 1 st :	\$ 50	Volleyball Team Fee		\$ 30
	\$ 40	JV Soccer Team Fee (<i>If only on JV team</i>)	Dec 1 st :	\$ 20
	\$ 50	Var. Soccer Team Fee (<i>Includes JV if both</i>)		\$ 50
	\$ 20	Spanish Computer Lab Fee (9 th)	Jan 1 st :	\$ 50
	\$ 27	PE Uniform (\$17 culottes; \$10 shirt) (<i>charged as needed</i>)		\$ 10
Nov 1 st :	\$135	Wild's Ldrshp Conf (<i>selected 11-12th students</i>)	Mar 1 st :	\$ 75
	\$ 10	Science Safety Fee		\$ 40
	\$ 35	Biology & Chemistry Lab Fees		
	\$ 35	Physical Science Lab Fee	Apr 1 st :	\$ 50

Life Science Lab Fee
 Earth Science Lab Fees
 Computer Lab Fee
 Keyboarding Lab Fee
 1st-6th Cheerleading Fee
 7th-12th Cheerleading Fee
 Basketball Team Fee
 PE Equipment Fee
 Graduation Fees - 12th gr.
 Graduation Fees – K5
 (*Includes cap & gown purchase*)
 Baseball Team Fee

NOTE: Sports team fees can be reduced by helping with concessions. (\$5 for each shift worked.)

5. **Other Costs:** lunch purchases, Late Stay usage (\$3.00 / hr / child), school pictures, sports pictures, school jackets, fund-raisers, field trips, classroom activities & parties, athletic tournaments, remedial curriculum helps, etc.
6. **Late Payments:** Unpaid accounts become delinquent if the office has not received payment by the first business day after the **10th** of the month. (If mailing, please allow time for delivery.) A \$10 late charge will be assessed for each month that an amount billed remains delinquent.
7. **Serious Payment Delinquency:** If an account becomes more than 60 days delinquent the child/children must be withdrawn from school (excluding minor miscellaneous charges for lunch, late stay, etc.) We must maintain this policy to insure the financial stability of our school. A meeting between the parents, principal and school committee may be requested if there are unusual circumstances requiring delinquent payments, at which meeting special arrangements may be approved.
8. **End-of-Year Payment Deadlines:** All accounts must be paid in full by the 15th of May. In order to facilitate this requirement, in May the 60 day past due limit will change as follows:
 - a. On the first school day on or after May 1st 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 April 1st have been paid. (Exceptions may only be granted by the school committee.)
 - b. On the first school day on or after May 15th all accounts will again be reviewed, and a student will be permitted to attend school past that date only if all tuition and fees due through May 1st have been paid. (Exceptions may only be granted by the school committee.)
9. **Returned Check:** A \$15 charge will be added to an account for each returned check.
10. **Previous Balance:** Re-enrollment for a new year is not finalized until a student's account from the previous year has been paid in full. No student may begin school if payment from a previous year is still outstanding.
11. **Unpaid Final Balance:** An account with an outstanding balance remaining after a family has withdrawn from CCS will incur a late fee each month equal to 1.5% of the outstanding balance until paid in full.
12. **Payment Location:** All payments are to be mailed or delivered to the school business office.
13. **Payable To:** Make checks payable to **Calvary Christian School**. School payments are not tax deductible.
13. **Late Pickup from Late Stay:** CCS Late Stay services end at 6:00. Should a parent run late, however, supervision will still be provided, but at a charge of **\$3.00 for each 5 minutes** after the closing time of 6:00. (The purpose of this charge is not to create a hardship for parents, or to charge unreasonably. The purpose is to encourage parents to try very hard to be on time. Our workers are usually moms who have families to prepare dinner for, and they need to be able to lock the doors at 6:00, except in cases of real emergency.)
14. If for any reason a student is not accepted by Calvary Christian School, all fees and any tuition paid in advance will be refunded, with the exception of a \$30 processing fee.
15. If a student withdraws prior to school opening, the registration fee and any tuition paid in advance will be refunded, with the exception of a \$30 processing fee.
16. If a student withdraws after school begins, Registration, Matriculation, and Textbook Fees cannot be refunded. Even though tuition is paid over 10 months, tuition charges will be prorated on a 9 month basis (school actually meets over a time period of 9 months). 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 will be included in the final balance due, for those activities in which the student has already taken part.
17. **Records Release:** Transcripts, official records, and final grade reports will not be issued until all financial matters are settled in full.