

TRINITY CHRISTIAN SCHOOL

3902 Kenwood Drive, Spring Valley, CA 91977

FINANCIAL POLICY 2015-2016

Student's Name: _____ Grade: _____
(2015-2016)

I/We understand that the cost for my/our child will be \$ _____ per year.

I/We agree to the following financial policies:

REGISTRATION: Fees are due at the time of registration. Registration fees are non refundable. Exception: If new students do not meet entrance requirements fee will be refunded.

FACTS Fee: This fee is due at the time of registration and the cost is \$50 annually per family. This fee is for tuition management. This allows parents more flexibility in their payment options and 24/7 access to their account information. All families must have a FACTS account. However, those who pay tuition in full by August 15 will not be assessed the annual FACTS fee.

TESTING: All Kindergarten and new students entering Trinity Christian Elementary and Middle School will be tested. A \$50 fee will be charged at the time of testing and is non refundable.

TUITION: Tuition is charged by the year and is divided into monthly payments for the convenience of the parent. Tuition is the same each month regardless of holidays, teacher work days, vacations, emergencies, or absences. Payments are divided over 10 months and are due beginning August 5th and/or 20th and end May 5th or 20th. Tuition can be paid by cash, check, money order or credit card to FACTS.

If you register after school begins in September, the current months tuition is due (prorated to the number of weeks in the first month your child enrolls) plus the next month's tuition.

Tuition may be mailed or withdrawn directly from your account. This will be decided on when you enroll on -line with FACTS.

BILLING: If you did not receive a monthly invoice by mail or on-line by the first, please call the office for the amount you owe. Remember you owe monthly tuition whether you receive a statement or not.

PAYMENT: All payments are to be made to FACTS unless prior arrangements have been made with the office. TCS families will need to set up their on-line accounts with FACTS. Please be very specific about indicating what your check is for. You may pay for all charges on your statement with one check.

Payments are considered late if not **received by** the due date. A \$25 late fee is billed to your account ten days after your due date. If the due date falls on a weekend or a holiday, payments are due the following school day.

DISCOUNTS: Tuition may be paid in full before August 20th for a 2% discounts. (This discount is not available for scholarship recipients.)

There are multiple discounts available. Families will receive the best discount if they qualify for more than one. Exception: If tuition is paid in full, the family will receive both discounts. Multiple children discounts are as follows: Second child discount is \$150 per year or the third child discount is \$500 per year or the fourth child discount is free for the youngest child.

OVER



Parents who are in full time ministry or in the Military may apply for a 10% discount. Active Trinity Church Members may apply for a 20% discount. Pastoral discounts are 50%. Forms are available in the office and have a turn in date for approval. These must be renewed annually.

SPECIAL FINANCIAL CONSIDERATION: If for any reason you cannot pay your tuition by the 5th or 20th, the school must be notified immediately and arrangements made with the bookkeeper to make up that payment. If an account is still not paid by the 30th of the month with no contact from the parent, the school will have no option but to ask the parent to keep the child at home until the payment is made. We must be financially responsible to other families, creditors and staff. Please always communicate immediately if there is a problem.

All special financial considerations, ministerial discounts, scholarships, etc. must be approved by the school board at their May meeting.

If you like your due date to be the end of the month instead of the other options, please **pay tuition July 31 through April 30** to avoid late fees.

RETURNED CHECKS: There is a charge of **\$35** for **any** returned check. Checks are not resubmitted to the bank. Please bring cash or money order for the amount of the check plus \$35 as soon as you receive notice from your bank. The school may ask that all future payments be made in cash or money order.

WITHDRAWALS: A 2 week written notice is required for the withdrawal of any student. A tuition refund will be prorated from the date of actual withdrawal. Failure to provide notice of intent to withdraw will result in a penalty of two weeks tuition from the date of withdrawal.

EXTENDED CARE: The extended care program is \$4.00 per hour for the youngest child and \$3.75 per hour for siblings. Billed on the hour, i.e. if signed in at 12:15 and signed out at 1:06 you are billed for 2 hours of extended care. An overtime rate of \$1.00 per minute will be charged after 5:30 p.m.

Extended Care billing is included in the monthly statement. A family will not be able to use extended care if their bill from the previous month is delinquent.

SCRIP: See separate agreement to receive a 4% discount. This is our main source of sustainable funding. Scrip is substitute money in the form of gift cards that can be used like cash, to purchase products or services from a large variety of merchants. Remember you are not spending any extra money, you are simply purchasing gift cards to use at the grocery store or gas station. You can purchase on line or from the school office.

<http://www.shopwithscrip.com/getstarted/index.aspx> Enrollment code 661AL5EC187L4

I/WE HAVE READ, AGREE AND UNDERSTAND THE FINANCIAL POLICIES OF TRINITY CHRISTIAN SCHOOL.

_____/_____
Signatures of Parents or Legal Guardians Date

_____/_____
Printed Name of Parents or Legal Guardians Date

