

# ***Grace Lutheran School***

## ***Tuition Policy 2010-2011***



### **Introduction**

At Grace Lutheran School we believe that your tuition payments are an investment in your child's education and the formation of their religious foundation. In order to provide the best possible education, we must ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

### **Fees**

The Registration and Materials Fees are paid directly to the school. These fees are non-refundable and due at the time of registration, unless otherwise noted. The Registration Fee is to secure your student a place in our school. The Materials Fees cover the cost of curricula and classroom supplies.

Extracurricular activities often have fees of their own that are not covered by these fees or by tuition. Extracurricular fees must be paid in full prior to your student's participation in the activity.

### **Tuition Payments**

Tuition payments begin no later than August of each school year. Payments are normally based on a 10 month payment plan, in which the standard tuition payment schedule is 10% each month August through May. Other payment schedules must be approved by the school administration in advance. All payment plans must be clarified through the completion of a Tuition Agreement.

Payment is due no later than the 10<sup>th</sup> of each month. You must complete annual tuition payment plans no later than May 10<sup>th</sup> of each school year. Those that enroll later than August 10<sup>th</sup> will have prorated payments but must end no later than May 10<sup>th</sup> of the school year. No school records will be released at the end of a school term or when transferring unless all tuitions and fees are paid in full.

School families who choose the monthly payment plan and miss a monthly payment due to insufficient funds are assessed a \$25.00 missed payment fee by Grace Lutheran School as well as incurring a fee from their own financial institution. Repeated, even not consecutive, missed payments are considered grounds for dismissal from Grace Lutheran School.

It is the responsibility of each school family to keep the Administration informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition paid. Without such information, the following policy will apply when tuition payments are received late.

### **Late Registrations**

Families registering after August 10<sup>th</sup> are expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school is prorated over the number of school days they will attend according to a formula established by the Administration.

### **Tuition Assistance**

Tuition assistance for needy families is sometimes available. However, prospective parents should make any requests for such assistance at the time of registration. Should funds become available we will judge each request based on information provided and other data obtained by the administration. For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the Principal as soon as possible when they are experiencing economic difficulties.

### **Discounts**

2 <sup>nd</sup> Child (based on grade order)	5%
3 <sup>rd</sup> Child (based on grade order)	10%
Member	20%
LCMS ECE, including GLEE	10%
UTA	10%
Referral	10% if the new student stays through January 5
Full Tuition Paid by June 1: \$100	

### **Non-Admission Due To Tuition Payment Delinquency**

The Administration will inform any school family failing to pay their tuition according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school that their children are not allowed admittance or re-admittance to Grace Lutheran School. Once financial restitution is made, re-admittance under these circumstances is conditional.

### **Delinquent Tuition from Previous Years**

Any unpaid tuition from previous years prevents re-enrollment in Grace Lutheran School. Under this criteria a parent must pay all previous outstanding fees prior to enrollment.

### **Tuition Refunds**

Any family that desires to withdraw their student(s) must notify the school in writing of their intentions as soon as possible. Families that have paid the entire year in advance that withdraw prior to the first day of school are refunded the amount of tuition paid for the current school year minus a \$150.00 service fee. In addition there are times that the repayment of these funds must wait till funds become available. After the first day of school, tuition is not refunded for that month if the child attended classes during that month, even if he only attends one day. Any student that attends at least one day of class for that month is charged for that month's tuition. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of student from Grace Lutheran School.

### **Other Refunds**

Registration and Materials Fees are non-refundable. These materials are retained as property of the school regardless of the grade or age level of the student.