



PAYMENT POLICIES

11/2015

As a ministry of Calvary Baptist Church, Calvary Christian School is committed to excellence. As the school's outreach continues to advance, parents must continue to be prompt and efficient in the payment of fees and tuition.

We have partnered with FACTS Tuition Management Company for the collection of tuition, fees, and some incidental charges, such as lunchroom and class trips. A separate instruction policy sheet on how to set up your tuition account will be mailed to you upon approval of your child.

Tuition for new students who start classes September 1st or later will pay tuition at the nine month installment rate.

As a Christian ministry, CCS seeks to maintain a testimony of excellence and good stewardship in faithfully and punctually meeting its financial obligations to the business community and to its own staff and personnel. However, this can only be done as parents are faithful and punctual in payment of fees and tuition. Your faithfulness is appreciated. We thank you for your understanding and cooperation.

PLEASE NOTE THE FOLLOWING:

1. **In case of withdrawal from school, all charges must be paid for the calendar month in which you are withdrawing. Parents must fill out a withdrawal form, which can be picked up in the school office, before the first of the next month, to avoid paying for the next month regardless of any service rendered or received.**
2. There will be a charge of \$30.00 for any check returned due to insufficient funds. If returned a second time, there will be an additional \$35.00 charge.
3. No deductions will be allowed for absences from school.
4. The curriculum fee is non-refundable once the school year begins.
5. **LATE CHARGES:** Late fees will be charged on the past due balance on your account. When a tuition account is two months in arrears (partially or wholly), the student(s) may be withdrawn from school. **Records will be withheld until required payments are made in full.** Accounts 60 days in arrears may be brought before the Calvary Christian School Executive Committee for appropriate action.
6. If any fees are owed, no report cards or transcripts will be issued to another school until payment in full is received.
7. **Delinquent Accounts:** One of the difficult issues in Christian education is the balance between grace and responsibility regarding the payment of tuition and fees. The school wants to show a measure of grace in collecting tuition payments, but at the same time, must be fiscally responsible. A generous, yet enforced policy allows Calvary to build a more responsible budget and at the same time keep school families from getting into unrecoverable financial difficulty. This is the CCS policy on delinquent accounts:

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- 1) The CCS School Administrator will be responsible for the collection of all delinquent funds.
- 2) If an account becomes more than \$2,000 or 60 days delinquent, whichever comes first, the parents will contact the school administrator regarding a plan to get the balance paid, in the next 60 days, while keeping current on upcoming tuition payments.
- 3) Students of parents who refuse to contact the administrator may be withdrawn from CCS when the account becomes 90 days delinquent.
- 4) If an account reaches more than \$4,000 or 120 days delinquent or families do not keep up with any repayment agreements made, students may be withdrawn from CCS and the account turned over for collections in any manner that the administrator sees fit, including the use of the collection agency chosen by CCS.
- 5) No student will start the school year with an outstanding balance from the previous year.
- 6) Students leaving CCS with an outstanding balance will have their medical records transferred to the receiving school, but report cards, official transcripts and other school records will be held until the outstanding balance is paid in full.
- 7) Students graduating from CCS will be allowed to participate in the graduation ceremonies, but diplomas, report cards and transcripts will be held until the outstanding balance is paid in full.
- 8) Due to extreme or extenuating circumstances, the administrator has the ability to make exceptions to the above policy.

*** PLEASE KEEP THIS POLICY SHEET FOR A HANDY REFERENCE ***