

El Sobrante Christian School

INTERNATIONAL STUDENTS

2017-2018 Tuition Payment Policies & Procedures

Please read these policies and procedures carefully.

If you have any questions, please call the International Student Registrar's at 510-223-1966 ex. 15.

- 1) A \$425.00 non-refundable fee is required to process an application.
- 2) Half of the tuition must be paid in order for the I-20 document to be issued. The remaining tuition is due by August 1, 2017 or within two weeks of the beginning of school, whichever is first.
- 3) Payment options include: cash, check, money order; or bank wire. Bank wire information available upon request. Credit cards cannot be used for tuition.
- 4) There are no tuition refunds for early dismissal or withdrawal.
- 5) No tuition refunds will be granted on request by a student or their parent/guardian/agent. Refunds only with visa denial two (2) times. Verification of visa denial is required.
- 6) A \$20 service charge is assessed on any checks returned by your bank. After the second returned check (during the duration of the school year) only payments made with cash, cashier's check, or money order; credit cards (not for tuition payments), or bank wire are accepted.
- 7) Program placement is determined by an assessment administered by ESCS.
- 8) All accounts must be current before students are allowed to:
 - a) Reserve seats for the following year
 - b) Take semester and final exams (high school only)
 - c) Have transcripts sent to colleges (for graduating seniors)
 - d) Receive second semester report cards
 - e) Receive diplomas (for graduating seniors)

**ESCS
5070 Appian Way
El Sobrante, CA 94803**

