



2018/2019

ENROLLMENT POLICY & SCHEDULED FEES

Enrollment Policy:

Current LCS families will be given a period of time (which is usually in the month of February) for “priority” registration. Priority registration gives parents an opportunity to reserve a space for their child(ren) for the next school year, before those on the waiting list or new families from the community. Children will be enrolled on a first-come, first-serve basis. Students will not be guaranteed an enrollment spot in the school until a complete application and appropriate fee are received.

Once priority registration is closed, siblings of current students will be given a special time to enroll, providing there are spots available. This opportunity will be given for one week following “priority” registration. Students will not be guaranteed an enrollment spot in the school until a complete application and appropriate fee are received.

When the week for siblings is over, those families on the waiting list will be considered first in registering for any available spots. New applicants that are not on the waiting list will be considered subsequently.

Waiting list applications will be taken for the current school year if the desired class is full and for subsequent school years. Applications will not be accepted without the applicable, non-refundable application fee. Once both are received, the application is dated (to determine place on the list) and placed on the waiting list for the desired school year. It is the parents’ responsibility to inform LCS of any changes in address, e-mail, or contact telephone numbers.

Application and payment does not guarantee a place in LCS; it does ensure that the parent will be contacted as space becomes available. Parents will be contacted and given two business days to notify us of their decision to either accept or decline the enrollment. If the space is declined, the child will be rolled over for the next available spot or removed at the parent’s request. If parents fail to contact us within two business days, LCS will move onto the next family on the waiting list. If the space is accepted, the parents will have three business days to turn in the completed enrollment application and applicable, non-refundable registration fee. Current LCS families are given priority over all others on the waiting list during their open enrollment period.

The Lodi Christian School Board & Administration retain the right to review any discrepancies that may arise during the enrollment process.

Scheduled Fees

Returning Students - Re-Enrollment Fee (Non-Refundable):

Existing Students Re-Enrolling BY February 23, 2018: In planning for the fall term, we request existing students who are re-enrolling to do so by February 23, 2018. The annual registration fee of \$190 (non-refundable) per student will be due by that time along with the completed *online* enrollment application.

Existing Students Re-Enrolling AFTER February 23, 2018: After February 23, 2018, students will be placed at the bottom of the waiting list. Should a spot become available, an annual registration fee of \$190 per student will be due along with the completed, *paper* enrollment application.

New Student Siblings of Current Students - Enrollment Fee (Non-Refundable): For new student siblings of current students, the priority enrollment time will be from February 26 - March 2, 2018. The registration fee is \$190 (non-refundable) per student and due at the time the *paper* enrollment application is submitted for the 2018/2019 academic year.

New Students - Enrollment Fee (Non-Refundable):

If there are spots available after sibling enrollment, those on the waiting list will be called accordingly. If there are no students on the waiting list to take any open spots, enrollment will then be open to the public. The registration fee is \$190 (non-refundable) per student and due at the time the *paper* enrollment application is submitted for the 2018/2019 academic year.

Curriculum Fee (Non-Refundable): The annual curriculum fee of \$250 per student may be paid at the time of enrollment or by **JULY 1, 2018**, as reflected on your first statement. One component of the curriculum fee is the cost/use of textbooks. Consumable textbooks and workbooks may be kept by the student. LCS reserves the right to require the return of selected textbooks. Advanced notice will be given as to which curriculum shall be returned to LCS.

Tuition Rates: Tuition is an annual charge payable in full by August 1, 2018, or in ten equal monthly payments as detailed below and under the heading "Payment Schedule." Tuition rates for the 2018/2019 school year are as follows:

	<u>Annual Tuition Fee</u>	<u>Full Payment Savings (3%)</u>	<u>10-Month Payment Plan</u>
<u>Kindergarten</u>			
1 st Child	\$4,500	\$135	\$450
2 nd Child	\$4,300	\$129	\$430
3 rd Child	\$4,100	\$123	\$410
<u>1st - 8th Grades</u>			
1 st Child	\$5,600	\$168	\$560
2 nd Child	\$5,240	\$157	\$524
3 rd Child	\$5,040	\$151	\$504

Irregular Enrollment: Tuition will be prorated after the first month of the school year based on the time of enrollment as determined by the accounting department. Tuition must be paid in full or in ten equal monthly payments corresponding to the academic year (August 1, 2018 – May 1, 2019).

Payment Schedule: Tuition may be paid using one of the two payment options listed below:

1. Payment in full: If the annual tuition fee is paid in full by August 31, 2018, the tuition fee will be reduced by 3%.
2. 10-Month Payment Plan: One tenth of the annual tuition fee will be due each consecutive month beginning with August 1, 2018, and ending May 1, 2019. A late fee of \$25.00 is assessed after the 10th of each month.

Waiting List Fee: The scheduled application fee of \$25 is non-refundable and due with the application in order to be placed on the waiting list.

Withdrawal: If a parent/guardian wishes to withdraw his/her child(ren), a withdrawal form must be completed and submitted to the office. A \$100 administrative processing fee will be assessed for all withdrawals occurring after the first day of school. Tuition will be prorated based on the time of withdrawal as determined by the accounting department.

Returned Checks: Any check returned to LCS for any reason will result in that account being charged \$25.00 to cover fees and additional bookkeeping. After two returned checks, payments may only be remitted by: cash, cashier's check, money order or credit card.