



# LCS FINANCIAL POLICIES

## **Fiscal Year:**

The fiscal year for LCS is July 1<sup>st</sup> to June 30<sup>th</sup>.

## **Tuition and Fees:**

- All policies regarding tuition and student fees need to be stated in writing for the benefit of the parents and the school. These policies should be reviewed by the Administration every year to determine the appropriateness of each policy.
- The tuition fee schedule, as approved annually by the LCS Board, is deemed to be part of these policies.

## **Registration and Re-Enrollment Fees:**

- Families of new students must have an interview with an administrator before or after turning in the enrollment paperwork and registration fee.
- Families of returning students must pay the re-enrollment fee at the time of enrollment.
- Families of any student leaving LCS and returning during the same school year will be required to pay the re-enrollment fee upon their re-enrollment.
- The registration & re-enrollment fee schedule, as approved annually by the LCS Board, is deemed to be part of these policies.
- Registration and re-enrollment fees are payable annually and are non-refundable. The fees are to be paid by cash, credit card or check at the time of enrollment.
- Registration & re-enrollment fees are refunded only if LCS refuses admission to a student.

## **Curriculum Fees:**

- The Curriculum fee, as approved annually by the LCS Board, is deemed to be part of these policies.
- The Curriculum fee is payable annually and is non-refundable. The fees are to be paid by cash, credit card or check by the date indicated on the “2018/2019 Enrollment Policy & Scheduled Fees” sheet.

## **Other Fees:**

- All other fees including, but not limited to, choir, band, athletics, yearbooks, activities, after school programs, labs, field trips, etc., shall be determined by the administration.

## **Morning and Afternoon Care:**

- Before and after school care is provided for students enrolled at LCS.
- Morning care is from 7:00 am to 7:45 am and afternoon care is 3:00 pm to 6:00 pm.
- If your child(ren) is not picked up from school by 3:00 pm, they will be checked into the afternoon school care program. The per child fee for before and after school care is \$1.25/15-minutes or \$5.00/hour.
- Morning and afternoon school care fees, as approved annually by the LCS Board, are deemed to be part of these policies.
- Students must be picked up by 6:00pm or there will be a \$5.00/15-minute fee assessed.

## **Tuition Philosophy:**

LCS is for families desiring quality, private education in a Christian environment. It is our goal to make LCS available to as many students as possible. Consequently, we make every effort to keep our tuition as low as possible while maintaining our commitment for a quality Christian education.

**Tuition Discounts:**

Multiple Children Discount - Please refer to the table on the “2018/2019 Enrollment Policy & Scheduled Fees” sheet. Children must be concurrently enrolled at LCS to be eligible for the multiple children discount. Full tuition is charged for the eldest child enrolled. There are tuition discounts for the second and third child.

**Tuition Exclusions:**

Tuition does not include all costs that may be incurred by the family. Examples of such costs are consumable textbooks, transportation to and from school, lunches, uniforms, various student activities, school supplies, special field trips, student accident insurance and other miscellaneous expenses.

**Tuition Payment Schedule:**

Tuition may be paid using one of two payment plans. Please refer to the table on the “2018/2019 Enrollment Policy & Scheduled Fees” sheet. Any exception to these plans will require the advance approval of the Administration. Monthly tuition payments are due on the first of each month and are late after the 10<sup>th</sup> of the month. A late fee is assessed on all accounts that are delinquent.

**Delinquent Accounts:**

- Accounts are considered delinquent after the 10<sup>th</sup> of the month. A \$25 late fee is assessed on all accounts that are delinquent.
- All student accounts must be paid in full before a student can re-enter school the following academic year and/or participate in the 8<sup>th</sup> grade promotion ceremony.
- The following procedures are used for delinquent accounts:
  1. The Administration or appointed representative will contact the family in order to work with them in the hopes of avoiding account suspension and/or third party intervention.
  2. If payment is still not made after all attempts, either written or oral, have failed or a mutually agreeable work-out program cannot be agreed upon, the delinquent account will be forwarded to a collection agency. Parent(s) with delinquent accounts will be notified of this action in writing.
  3. Lodi Christian School reserves the right to deny enrollment to any student who has a current delinquent account from another school.

**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.

**Non-Discrimination:**

LCS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. LCS does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, and athletic and other school administered programs. LCS reserves the right to refuse admission to anyone unwilling to comply with the school's policies or unable to meet and/or achieve the school's levels of academic or behavioral standards.