

Trinity Christian School Financial Policy 2016-2017

Payment: Parent/Guardian understands that **tuition for the following school year is due in full by July 1**. However, for the convenience of parents/guardians, TCS currently offers three tuition payment plans (listed below).

- 1) Annual Plan – full tuition due on July 1 (A \$250 savings grades K5-12)
- 2) Semi Annual Plan – two equal tuition payments are due on July 1 and January 1.
- 3) Twelve Month Plan – twelve equal tuition payments are due monthly, July through June.

Registration Fees (cost per family): A registration fee for each family for the following school year will be due during the current school year based on the following schedule:

Month	Fee
Paid in March or April	\$100
Paid in May	\$300
Paid In June	\$500
Paid in July	\$700
Paid in August	\$1,000

4. Withdrawals: Parent/Guardian understands that the overhead expenses of the school do not diminish with the withdrawal of some students and that (upon acceptance of this contract by TCS) they accept the obligation to pay the tuition for the full academic year for which they remain enrolled. Requests for refunds are subject to the discretion of the TCS administration. Should a request be granted, refunds will be calculated as follows:

- a) The registration fee for the following school year is fully refundable if withdrawal is completed on or before April 30 of the current school year.
- b) For withdrawal prior to the first day of school, parents/guardians are responsible for the first two months of the annual tuition (less any prorated tuition assistance or other discount). Registration fee is not refundable.
- c) For withdrawal after any semester starts, parents/guardians are responsible for the total semester's tuition. Registration fee is not refundable.
- d) The two exceptions to 4b are:
 - 1) If applying for tuition assistance, the registration fee is fully refundable through June 30 (and no tuition for the following school year will be due) if sufficient tuition assistance is not awarded. Written notice of termination from parent/guardian must be received in the Finance Office of TCS on or before June 30. A tuition assistance application must have been on file with TCS' third party administrator, currently FACTS, no later than the last day of April in order to qualify.
 - 2) A registration fee refund shall be granted should TCS terminate this agreement prior to the beginning of the next applicable school year. Simply stated, if TCS asks your child

not to return the following school year, any registration fee paid for the next school year will be refunded.

5. Eligibility: Parent/Guardian understands that student may not attend classes and/or participate in any school-sponsored activities until all enrollments and registration forms, including a signed Enrollment Agreement, are received and all enrollment fees are paid.

6. Tuition Assistance: Parent/Guardian understands that before a student qualifies and is awarded any form of tuition assistance, there may be additional requirements that must be accepted and fulfilled before the award will be applied to the student's tuition account. For example, the award may be held until tax returns or other requested documentation is verified by FACTS, or past due accounts are paid.

7. Delinquent Accounts: Parent/Guardian understands that access to report cards, transcripts, and other such student records will be withheld and access to RenWeb will be locked should his/her account become delinquent. Should his/her account become 45 days past due, parent/guardian understands that student(s) are subject to being held from school-sponsored athletic activities until account is made current.

Families who have missed two monthly payments and have not made suitable payment arrangements will not be allowed to have their child(ren) attend school effective immediately. If a family discontinues FACTS payments or in some other way has an interruption in FACTS payments, the student will not be permitted to attend classes until suitable payment arrangements are approved.

Returned checks (NSF): Parent/Guardian understands that a service charge will be assessed per returned check or incomplete withdrawal due to insufficient funds. Parent/Guardian also understands that after two returned checks, payments may only be made with cash, cashier's check, or money order.

Non-Sufficient Funds

If a FACTS tuition payment is returned due to non-sufficient funds in the account from which it is scheduled to be withdrawn, FACTS will reattempt the payment on the next occurring withdrawal date. For example, if a payment due on September 5 is returned, it will be reattempted on September 20. If the payment is returned again on the second attempt, it will be considered late and the family will receive notification via mail. In such event, the family will have ten(10) days to either pay the past-due balance in full, or make other suitable arrangements. Students may not be permitted to attend school unless resolution is complete per the procedure above.

FACTS will assess a fee for each incidence of a returned payment. This is in addition to any fees that may be charged by the family's financial institution.

8. Tuition Credit

New student/family referral credit: We offer current Trinity families the opportunity to offset tuition for each new student they refer who is accepted and enrolls at Trinity. If the new student applying will be entering grades K-12, the referring family will receive up to a \$1,500.00 tuition credit for each new student. If the new student applying is in grades K3 or K4, the family will receive up to a \$240.00 tuition credit for each new student. Tuition credits may not exceed the cost of the referring family's tuition balance and there will not be a credit carryover for future balances or a cash refund.

9. Graduation Requirement Regarding Fees

Graduating seniors are required to pay all tuition and fees in full by May 1st to receive a diploma and final transcript.

10. Trinity Christian School Tuition Grant Program

It is the desire of the Board of Trinity Christian School that no child be turned away due to finances. Each year the Board budgets tuition income to be used for grants that are based on need.

To be considered for a tuition grant, a family must demonstrate financial need and the student(s) must be enrolling in grades K-12. To determine a family's financial need, Trinity Christian School uses FACTS Grant and Aid Assessment. Families applying for a tuition grant at TCS must submit a [FACTS Grant and Aid Application](#), one for each parent in the case of separated or divorced parents, providing detailed information to FACTS. Then FACTS evaluates the information based on a formula nationally accepted by over 2,600 educational institutions.

Many parents believe that their income level is the sole determinant in qualifying for a tuition grant. Although income plays an important role, it is not the only factor in determining financial need. Other factors include parent assets, number of children in tuition-charging institutions, family size, age of parents (allowing for retirement savings), and level of outstanding debt (consumer debt, mortgages, other loans, etc.).

In addition to its consideration of these factors, FACTS protects a certain level of income based on family size. This process helps determine "Income after Core Expenses" and a portion of that is then suggested as the family contribution for education. The result of the evaluation is sent to Trinity. While these figures serve as good benchmarks, Trinity's distribution of tuition grants uses the FACTS recommendation only as a guide.

Despite a strong commitment to our tuition grant program, each year the number of students who qualify for tuition grants is more than we can fully support. TCS seeks to distribute tuition grants to all those who show a need.

We encourage you to begin this process as soon as possible. Families who have completed the tuition grant and application processes and have been accepted will be mailed an enrollment contract indicating the tuition grant award. By signing and returning the contract, a family accepts the award. Families who choose not to return contracts by the specified date may have their award revoked for redistribution to other candidates.