

91ST PSALM CHRISTIAN SCHOOL

BILLING POLICIES FOR 2008-2009 SCHOOL YEAR

Registration fee (per student)

Pre-K – One time fee of \$175.00 plus first month's tuition (non-refundable)

K-12 – One time fee of \$175.00 (non-refundable)

Yearly tuition cost

Pre-kindergarten: \$3,800.00 all day program (4-year-olds)

Kindergarten: \$3,800.00 all day program (5-year-olds)

1st through 6th grade: \$3,800.00

7th through 12th grade: \$3,800.00

One time payment program

If the entire yearly tuition is paid in full at the time of registration or before the student begins instruction, a 5% tuition discount will be given for the first student only. There are no discounts for books, fees, surcharges, curriculum, etc. Also, **there are no tuition refunds for any reason.** Prepaid tuition cannot be applied to any other charges.

10 month payment program

Pre-kindergarten through 6th grade: \$380.00 per month

7th through 12th grade: \$380.00 per month

The 1st child pays regular tuition each month.

The 2nd child's tuition is discounted by \$20.00 per month.

The 3rd child's tuition is discounted by \$30.00 per month.

The 4th (or more) child's tuition is discounted by \$40.00 per month.

Tuition is based on a 10-month pay period. **(starting August 1st through May 1st.)**

Late enrollment payment program (after September 1st)

Pre-kindergarten through 6th grade: \$423.00 per month

7th through 12th grade: \$423.00 per month

The 1st child pays the amortized tuition rate per month.

The 2nd child's tuition is discounted by \$20.00 per month.

The 3rd child's tuition is discounted by \$30.00 per month.

The 4th (or more) child's tuition is discounted by \$40.00 per month.

Tuition payment due dates are the 1st of each month. **Your monthly tuition bill reflects an additional \$25.00 per student late fee that you may deduct if paid by the 5th of the month. Late fees will not be waived after the 5th of the month. Post-dated checks are not acceptable.** After the 15th of the month, **PAYMENTS MUST BE MADE IN CASH or CASHIERS CHECK OR MONEY ORDER.**

Suspension policy for unpaid balances

Suspension is in effect after the 15th of every month for any unpaid balances.

(EXCEPTION: Because school is out for the Christmas break or summer break before the end of the months of December & May, suspension is in effect after the 10th of the month and all payments after the 10th must be paid in cash, cashier's check or money order.)

**91ST PSALM CHRISTIAN SCHOOL
BILLING POLICIES
(CONTINUED)**

A late notice will be sent home the 10th of every month (except December and May) reminding you of the 15th deadline. A suspension notice will be sent home on the 15th of the month (except December and May). The student is suspended until payment is made. Tuition is charged during the suspension time.

Returned checks

A \$15 returned check fee is charged. If the returned check makes the tuition late, the late fee of \$25.00 per student will also be due. If another check is returned during the same school year, payments must be made in cash, money order, or cashiers check for the remainder of the academic year.

Curriculum book fees

Pre-kindergarten through 12th grade book fees vary per student. All curriculum book fees are paid by one of the three following methods:

1. The fees are paid in one payment before school starts.
2. The fees are evenly divided between the first payment and the September monthly tuition bill.
3. The fees are divided between the first payment and the September, and October monthly tuition bills.

Supplemental curriculum

Bible class books, handwriting books, weekly readers, literature books, or any supplemental curriculum will be charged at the time it is distributed to your child.

Annual Re-enrollment

A re-enrollment fee of \$100 (non-refundable) per student (maximum of \$250 per family) will be charged and must be paid by March for the following school year. The standard registration fee of \$175 will be charged after March.

Student dismissal

Any students remaining 15 minutes after dismissal time will be charged the following per child:

Example: school dismisses at 3:00 pm

3:15 pm - 3:30 pm \$10 charge

3:31 pm - 3:45 pm \$15 charge + \$10 (charges are cumulative.)

3:46 pm - 4:00 pm \$20 charge + \$15 + \$10 (charges are cumulative.)

Each additional 15-minute interval after 4:00 pm will be an additional \$20 + \$20 + \$15 + \$10 (charges are cumulative)

The person picking up the student must come inside the school and sign the student out for time verification.

This form must be signed and returned to the school office for your student to be admitted.

Parent/Guardian _____ Date _____

**91ST PSALM CHRISTIAN SCHOOL
BILLING POLICY**

ATTENTION PARENTS

Please pay special attention to the Billing Policy page. You will notice that our tuition year starts on August 1st of every year. Be sure to carefully read the entire billing policy.