

CHRIST THE KING LUTHERAN SCHOOL
TUITION & FINANCIAL POLICY

TUITION & FINANCIAL POLICY:

We are grateful to you as parents for the sacrifice you make to send your children to our school. The tuition rates are based on the cost to provide each student with a quality education that is centered on Christ.

In order for the school to meet our financial obligations, it is imperative that our families fulfill their financial commitments.

Payments are due on the 10th of each month, July – May, unless special arrangements have been made with our business office and signed agreement forms are on file.

Failure to meet financial commitment will be handled on a case-by-case basis. If you anticipate an issue in which you will be having some financial changes within your household, please let our business office know so accommodations may be explored. If a family is 2 months delinquent in their payments the student could be asked to be withdrawn until their account is current. However, consistent delinquent tuition payments will result in withdrawal of the student from the school.

Families are responsible for logging onto **gradelink.com** to review outstanding balances. Contact the school office for login assistance.

A late fee of \$30 will be added to your account if your payment is not received on or before the 10th of the month.

REFUNDS AND WITHDRAWAL POLICY:

Registration fees are NON REFUNDABLE for any reason including but not limited to, denial of a registration.

If a student is asked to leave for any reason, no refund will be given.

No refund will be given for any portion of a month's tuition if the student attends one day of that month.

If elective dis-enrollment should happen during the school year, a 30 day notice is mandatory to receive any refund on prorated tuition. The refund will be based as follows:

- July 1st – August 31st: 75% of prorated tuition minus yearly fees
- September 1st – end of 1st Semester: 50% of prorated tuition minus yearly fees
- 2nd Semester: No Refunds, plus all remaining fees are due upon withdrawal

I have read and understand this policy and received a copy of the tuition schedule.

Student/s Name: _____ Date: _____

Parent Name: _____ (please print) Parent Name: _____ (please print)

Parent Signature: _____ Parent Signature: _____
Parent responsible for tuition payments **Parent responsible for tuition payments**