

## Tuition Policies and Procedures

### ✧ TERMS OF ENROLLMENT

K-8 yearly enrollment fees are based on a late August through early/mid-June contract. Enrollment fees do not apply to the Summer Camp program that runs from mid-June through August. **Withdrawal from school requires written notice, given to the office 4 weeks in advance of the planned withdrawal. Tuition will be due for the 4-week notice period regardless of whether the student attends school. Tuition will also not be prorated for partial month of enrollment, full month will be due. Paid in full account refunds are subject to a \$30 processing fee and void of 5% discount. Annual registration fees are non-refundable.**

### ✧ TUITION PAYMENT POLICY

1. Tuition for enrollment and attendance at City Tree Christian School (CTCS), and, if desired, extended childcare, is charged as an annual fee. Full tuition and any extended care may both be paid in advance, and a discount of 5% will be given for full tuition and any extended care paid by July 6, 2018. Both tuition and any extended care must be paid in full in order to receive the 5% discount. Payment of Tuition and any extended care may also be divided into twelve (12) equal monthly installments for infant & preschool students (payable August-July), or ten (10) equal monthly installments for elementary and middle school students (payable August-May). The opportunity to make installment payments of Tuition is granted by CTCS solely for the convenience of the parent/guardian; and, even when the choice is made to pay Tuition in installments, the parent/guardian is obligated to pay the full annual Tuition sum. When the choice is made to pay Tuition in installments the installments are payable regardless of holidays and vacations. Also, tuition payments are non-refundable, even though the student may be absent from school.
2. Tuition payments should be made using one of the following methods:
  - Electronic Funds Transfer is available and encouraged. **Authorization Agreement Form** for pre-authorized agreements can be obtained from the school office.
  - Checks (made payable to "City Tree Christian School") should be deposited in the drop box outside the school office.
  - Checks may be mailed to the school, but must be ***received*** by the due date.
  - Cash payments must be made in the school office. The drop box may not be used for cash.
  - Credit Cards are accepted through school website (Please note: A convenience fee is applied to online transactions).
3. All installment Tuition payments are due and payable on the **1st** of each month regardless of whether or not a tuition statement has been received by the parent and:
  - A \$30.00 late charge will be added on the **5<sup>th</sup>** of each month to each payment not received. Payment must be received before the **5<sup>th</sup>** to avoid the late charge.
  - If payment is not received by the **15<sup>th</sup>** of any given month the student **will be suspended** from school until the balance is paid.
4. If the student is suspended for nonpayment of Tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the

balance due must be paid, along with the reinstatement fee, before the student may return to the classroom.

5. Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check.
6. After a second returned check, all future payments must be made using cash or money order.
7. Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.
8. Financial adjustments **will not** be made for illness, scheduled holidays or family vacations.
9. The Registration Fee is **non-refundable** and is not applied toward Tuition.
10. Partial refunds **may** be given for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade trip costs (activity fees) not yet incurred if the student is unable to attend one or more scheduled trips. Availability of refund is based on agreements between school and student travel destinations, and subject to the discretion of administration.
11. Accounts must be kept current to maintain priority registration status for the following school year.
12. Withdrawal from School – Withdrawal date must always be the last school day of the month. Tuition will not be prorated for partial month of enrollment or holidays. **In addition, we require at least a 4 week written notice be given to the school office in advance of the planned withdrawal.** Withdrawal forms are available in the school office. Tuition will be due for the period regardless of whether the student attends school. Paid in full accounts: refunds are subject to a \$30 processing fee and void of 5% discount.
13. Children are to be picked up on time. After-hours overtime charges will be assessed as follows: \$1.00 for each minute past the student's contracted dismissal time, payable at the time the student is picked up. **The school closes at 6:00pm.** In the event that the parent/guardian has not picked the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.

***Note: In cases where parents are divorced or separated and are individually responsible for a portion of the tuition bill, each parent must sign this document.***

## **RECEIPT FOR PAYMENT**

Some parents need a receipt for payment of childcare costs for tax purposes or dependent daycare expense accounts. Your monthly statement contains all the information that you will need (taxpayer identification number, payments made, dates of care, etc.) and also serves as a receipt. We strongly recommend that you keep your billing statement to demonstrate proof of payment for childcare costs for either tax or reimbursement purposes.

If you need a one-time only receipt, or a copy of a receipt, we ask that you give us 5 working days notice to generate this receipt and return it to you. Due to a small staff and limited time, hand-written receipts will be generated only for cash payments. If the receipt that CTCS provides does not meet the requirements that your reimbursement plan mandates, we will be happy to sign any pre-printed form that accurately reflects your payment status.

We are happy to meet the requests of providing additional copies of misplaced billing statements and will provide needed items once. But, if we receive multiple requests for the same item, a \$10 service charge will be applied on to your next tuition bill.

### ☞ **PAYMENT DROP BOXES**

- Tuition payments should be placed in the white Tuition Drop Box just outside the school office, to the right as you enter the door.
- Cash tuition payments should be made in person in the school office during office hours.
- Fees for outside contractors (such as dance, music, etc.) should be paid using the payment mail boxes located on the wall to the left as you are facing the school office.
- Fees for school, class, or PTO events are either collected by the teacher or in the payment mail boxes in the 2<sup>nd</sup> floor hallway outside the school office.

### ☞ **AFTER-HOURS CHARGES/ADDITIONAL HOURS OF CARE**

Additional hours of care (past your contracted pick-up time) may be purchased at the rate of \$5.00/hour on a **space available basis**. No partial hours are available. This care must be arranged in advance by calling the school office **no later than 1:00pm** on the day needed. Payment should be made at the time of pick-up or beforehand.

Parents who pick-up their students after their contracted pick-up time (3:00pm, 5:15pm, 6:00pm) will be assessed after-hours charges at the rate of \$1.00 for each minute past the student's contracted dismissal time, payable at the time the student is picked up. If charges are not paid at the time of pick-up, they will be added to the student's account, and will be due at the next scheduled tuition payment.

Students habitually picked up late, may be excluded from the after school care program. In consideration to our staff members please do not leave your child after our 6:00PM closing time.