

SUMMER FINANCIAL POLICIES

Financial Responsibility

Trinity Christian School (TCS) is a non-profit organization. Our purpose is to provide a quality classical Christian education at the lowest possible cost.

Summer Registration

A separate registration is required for summer programs. Information about summer programs is available in March. Priority acceptance is given to current TCS students through April 15. Thereafter, registration may be open to the general public.

Preschool Registration

Applications require a \$100 non-refundable, non-transferable, non-reversible deposit to reserve a child's space. Deposits will be credited toward the total tuition. The first half of tuition is due on May 1 and the second half is due on June 1. All payments for current TCS students will be debited through FACTS. If withdrawing by May 15, any summer tuition paid (less the \$100 deposit) will be refunded. If May 15 falls on a weekend, notification for withdrawal will be accepted on the Monday following the weekend. No refunds will be issued after May 15.

Elementary Registration

Registration for the Elementary programs is through an online form and the tuition is due at time of submission, through a credit card payment or ACH bank withdrawal. Tuition will be paid in full at the time of submission via credit card or ACH bank withdrawal. An NSF Fee of \$30 will be assessed on returned payments. Program cost includes \$100 non-refundable, non-transferable deposit.

Fees

Insufficient Funds

A fee of \$30 will be charged for any check or EFT returned for insufficient funds. If the returned item relates to tuition, the \$30 FACTS fee is collected by FACTS via EFT debit. Any non-tuition related items may not be re-deposited and payment in cash may be required. Any returned items still outstanding after five days of the due date will incur a late payment fee, as well as a returned item fee.

Late Payment

A late fee of \$25 will be assessed on each student account not paid within five days of the due date.

Late Pick-Up or Early Drop-off

Any preschool or elementary student who is at school before or after their scheduled program will be charged \$10.00 every hour or fraction thereof per day/per child. The afterschool program ends at 5:30 p.m. After 5:30 p.m., the charge is \$10.00 **per quarter hour** or fraction thereof, for each child.

Program Changes

To make any change to a school program after the registration is submitted, notice must be given through the *Program Change Form* on the TCS website by the published deadline.

One program change per child is allowed at no cost. There is a \$25.00 administrative charge for each subsequent program change. This includes changes/withdrawals of summer school classes, lunch or Before/After School options. No fees will be prorated.

Delinquent Accounts

All tuition and fees due as of the first day of summer school, including charges from the prior school year, must be paid in full in order for the student to start on the first day of summer school. Trinity reserves the right to cancel a student's summer enrollment if there are any outstanding tuition and fees.

Fees due to Delinquent Accounts

Unpaid balances may be sent to a collection agency. Any attorney's or collection fees incurred for past due accounts will be the responsibility of the individuals who have signed the financial agreement.

Liability Insurance

The school carries liability insurance through State Farm Insurance.