

Hillcrest Christian School

2008 - 2009

Financial Policy & Contract Agreement

Hillcrest Christian School is a not-for-profit, 501-3C corporation. We are a ministry to Christian families desiring a Christ-centered, excellent quality education for their children. We are not subsidized by any church or denomination; as a result, tuition is our primary source of income.

We believe that the tuition and fees are an investment in your child's education and religious formation. The Board of Directors accepts responsibility for establishing policy concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

It is vital that all HCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. Please carefully read each financial policy below and initial each section.

2008 – 2009 TUITION RATES AND FEES

Initial _____

- **Application Fee – Due in full at the time the application is turned in– Nonrefundable**
New applicants for enrollment must complete an application form and submit it together with a \$100.00 fee which will cover all necessary costs of testing and processing. Submission of an application is not a guarantee that your child will be enrolled.
- **Registration Fee – Due in full at the time of registration when the registration packet is turned in – Nonrefundable**
 All HCS students are charged a nonrefundable annual registration fee, which reserves your child's space in class until the first tuition payment is due. If the first tuition payment is not made within 10 days of its due date, your student's place in class will be released and may be given to another applicant. Discounted rates only apply for those who register prior to March 1.
- **Materials/Book Use/Activities Fees – Due in full by June 30th or at the time of registration for later enrollees – Nonrefundable**
 A portion of this is a book use fee and does not entitle the students to take books with them when they leave the school. The fee does not entirely cover the actual cost of books. Students who damage and deface books will be charged fines based upon the extent of the damage and the age and condition of the book when they received it. Grades and transcripts may also be withheld if books are not returned in good condition. Books are numbered and/or barcoded and careful records are kept of all books assigned to your child.
- **Annual Tuition - HCS charges an annual tuition, which is due in full by June 30, 2008, or upon enrollment if enrolling past June 30th.** This contract obligates you to this commitment regardless of absence, withdrawal, or dismissal. HCS does offer a deferred payment plan; details and associated charges are discussed below.

DIVISION	REGISTRATION FEE		MATERIALS/ BOOK USE/ ACTIVITY FEES (Due June 30)	ANNUAL TUITION (Due June 30)	BREAKDOWN OF MATERIALS/BOOK USE/ACTIVITIES FEES					
	Before March 1	After March 1			Books & Materials	Activities	Class Specific Trips	Outdoor Ed.	MS Retreat	HS Retreat
PS-3, PK-4 – Half Day (8:30 a.m. – 12:30 p.m.)										
M-F Days/Week	200	\$350	\$200	\$6,435	\$175	\$25				
M/W/F Days/Week	200	350	200	4,005	175	25				
T/TH Days/ Week	200	350	200	3,160	175	25				
PS-3, PK-4 – Full Day (8:30 a.m. – 3:00 p.m.)										
M-F Days/Week	200	350	200	7,430	175	25				
M/W/F Days/Week	200	350	200	4,580	175	25				
T/TH Days/ Week	200	350	200	3,615	175	25				
PS-2- T/TH Days/Week	200	350	125	3,920	75	50				
Elementary (K – 3rd)	300	550	325	6,465	275	50				
Elementary (4th)	300	550	800	6,465	275	50	\$475*			
Elementary (5th)	300	550	325	6,465	275	50				
Elementary (6th)	300	550	675	6,465	275	50		\$350*		
Middle School (7th)	300	550	925	7,535	275	50	\$375*		\$225*	
Middle School (8th)	300	550	550	7,535	275	50			\$225*	
High School (9th – 12th)	300	550	550	8,260**	275	50				\$225*

* Estimated cost – Difference between actual cost and estimate of cost to be billed at a later date.

**High School International/ESL Program students, tuition surcharge of \$3,000. High School Chemistry and Biology Lab Fee TBA.

TUITION DISCOUNTS & AID (Discounts will be not be applied if any outstanding amounts are due HCS)

Initial _____

- **Full-time faculty and staff** are entitled to a 50% tuition discount.
- **Part-time faculty and staff** (working 20-30 hours/week) are to receive a 20% discount.
- **Approved full-time Pastors** are entitled to a 40% discount.
- **Multi-child Discount.** Families with two (2) or more children will receive a discount as follows: 2nd child (or more) children 5%. Discounts will be applied to the lowest applicable tuition.
- **Payment in Full.** If account is paid in full prior to June 30, 2008, the tuition bill will be reduced by 2%. This applies to cash or check only.
- **Financial Aid.** A limited amount of financial aid funding is available for students in grades K- 12. Submitting requests by April 1st is advisable. Normally, financial aid will range between 10–40% based on need and financial availability. See the Registrar for forms.

REFUND POLICIES

Initial _____

Your financial obligation to the school is for the full annual tuition and all other fees. The school's expenses are incurred on an annual basis; therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child is forced to withdraw during the coming academic year.

- **All Fees:** Not refundable or prorated for any reason, including absence, withdrawal, or dismissal.

- **Tuition: Not refundable or prorated for any reason, including absence, withdrawal, or dismissal.**

For those families on the Deferred Payment Plan, Tuition Insurance is required. If your son or daughter withdraws, the Tuition Refund Plan will pay benefits [subject to the terms, conditions and limitations and based on the amount insured] to the school, which provides substantial assistance in meeting your financial obligation. For those families that opt to pay in full, tuition insurance is optional. However, if you are on the Pay-In-Full plan and your student leaves school during the year, you will NOT receive a refund unless you have elected to purchase insurance under the Tuition Refund Plan.

ADDITIONAL FEES AND POLICIES

Initial _____

- **Volunteer Hours.** Parents are required to complete 20 hours of volunteer service to the school throughout the year which must be logged in at the Front Office. Parents will be invoiced on June 1st at the rate of \$20/hour for any hours not completed by May 31, 2008.
- **Extended Childcare.** Preschool, Elementary and Middle School students may be on campus 15 minutes before school and 15 minutes after dismissal. Students must be supervised while on campus. In general, students arriving before or leaving after the 15 minute grace period will be signed into extended childcare and charged the hourly, drop-in rate of \$6.20 per hour, or more if after 5:05pm for preschool or 6:05pm for others. Parents who require regular extended childcare may enroll in a Discounted Plan. All childcare charges are billed by, and payable directly to, the school. See the Application/Agreement forms for the full terms and fees for Childcare.
- **Sports and Other Activity Participation Fees.** Parents may elect for their children to participate in special extra-curricular activities on a fee basis. These are billed separately from tuition and all charges must be paid in full in order for the student to be eligible to participate.
- **Café and Student Store Accounts.** Parents may set up charge accounts for students on campus at the Café and Student Store. These are maintained separately from the tuition account and must be kept in good standing in order to protect your charging privileges.
- **Library Books and Materials.** Overdue library books incur a fine of 10¢ per day. Students are also responsible for loss or damage to school-owned books or property.
- **Students Enrolling After September.** HCS prorates tuition for students entering after the first month of school. A student will be charged tuition equal to 1/10th of the total tuition for each month or partial month they attend HCS. All fees must be paid in full at the time of enrollment, along with the first tuition payment. All tuition payments must be completed by May. See the Registrar for specific figures.
- **Curriculum Changes:** All curricula and programs are reviewed and evaluated at the end of the school year and are subject to change. The administration of Hillcrest Christian School maintains the right to make these changes as it sees fit for the benefit of the students; such changes do not constitute grounds for termination of this contract by enrollees. Accordingly, refunds will only be issued in accordance with the policy described above.
- **This contract is subject to the laws of the state of California.** Should any part of this contract be determined to be unenforceable, this will in no way affect the remaining terms, which shall remain in effect and shall be binding on all parties.
- **Tuition Insurance:** All families making payments must purchase tuition insurance at 3.8% (rounded up to the nearest dollar) of the annual tuition total. This premium is due by June 30, 2008. I authorize the School to process and collect any claim payment to which I am entitled under the Tuition Refund Plan and credit it to my account, paying any excess to me.
- **Yearbook.** A \$125.00 fee is due on June 30th, 2008 if you choose to purchase one for your student

TUITION PAYMENT & CONSEQUENCES OF DELINQUENT ACCOUNTS

Initial _____

Payment Options. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

Payment-In-Full (PIF). Under this plan the entire amount of tuition is paid on or before July 1st, or at the time of registration if a later enrollee. This payment is made directly to the school office. Under this payment plan, tuition insurance is optional.

Deferred Monthly Payments – ACH Option. Under this plan, the entire amount of tuition is paid monthly over a twelve (12) month period (June – May) through the FACTS Tuition Management Plan. This Plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5th or the 20th of each month. For later enrollees, payments can be prorated over the remaining months in the payment year, with all payments being completed no later than May. **There is a \$50 nonrefundable annual fee to set up this deferred payment option, and Tuition Insurance is required with a Deferred Monthly Payment Plan.**

Please Indicate Your Tuition Payment Plan for the 2008-2009 School Year:

Payment-In-Full
(Due June 30th or at Registration)
(No Set-Up Fee)

Deferred Monthly Payments – ACH
(Payable June – May)
(\$50 Set-Up Fee, Tuition Insurance Required)

Employee Scholarship Fund Contribution:
Please note your tax-deductible amount:
\$25 \$50 \$100 \$_____

Late Payments & Delinquent Accounts. It shall be the responsibility of each school family to keep the Registrar informed of their need to make any changes in their preferred payment tuition plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. **Full Payment.** When full payment has not been made by June 30, the account will be assessed a \$100 late fee. In addition, all tuition payments shall then be made through the FACTS Tuition Management Plan – Deferred Payment, ACH Option. The family will be billed the \$50.00 set-up fee and the Tuition Insurance premium, as well.
2. **Deferred Payment Plans - Late Payments.** All late payments or payments missed due to insufficient funds will incur a \$100.00 late fee (\$25.00 is assessed by FACTS, \$75.00 by HCS – you may incur additional fees from your financial institution). The missed payment will be reattempted by FACTS within 20 days.
3. **Delinquent Accounts.** School Families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child (ren) will not be re-admitted to school nor will they be allowed to register for the next year.
4. **Delinquent Tuition from Previous Year(s).** All previously unpaid tuition and fees must be paid by August 1 if a student is to be readmitted on the first day of class for the new year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Business Manager or Head of School.
5. **Penalties for Persistent Delinquent Accounts.** Hillcrest Christian School reserves the right to impose appropriate penalties in those situations where delinquent tuition problems persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, not allowing students to sit for exams, restricting student participation in extra-curricular activities, withholding of yearbooks, and withholding of transcripts and records as prescribed by law.

We have read and initialed all of the financial policies included in this document and we agree to abide by the policies and pay all tuition and fees on time based on the payment option we have selected above.

Parent's Signature: _____ Date: _____

Student(s) Names and Grades: _____