

Tuition and Fees Collection Policy

Christ, Grace, Mt. Olive, Our Savior Member Rates			Community Member Rates		
	Yearly Rate	Per month		Yearly Rate	Per month
1 Student	\$1,495.20	\$149.52	1 Student	\$4,272.00	\$427.20
2 Students	\$2,616.60	\$261.66	2 Students	\$7,048.80	\$704.88
3 Students	\$3,457.65	\$345.77	3 Students	\$8,853.72	\$885.37
4 Students	\$4,088.44	\$408.84	4 Students	\$10,026.92	\$1,002.69
5 Students	\$4,562.53	\$456.15	5 Students	\$10,789.50	\$1,078.95
6 Students	\$4,926.35	\$491.63	6 Students	\$11,285.17	\$1,128.52
Tuition Assistance is available.					
Students transferring into CLS in grades 1-8 receive 50% off the above rates for 09-10.					

Christ Lutheran Church believes in an open-door policy in regard to enrollment in its day school. Financial assistance can be sought to aid those families who desire to have their children attend Christ Lutheran School but genuinely cannot afford to do so on their own. A third source organization will analyze data provided by families and make recommendations. Awards will be determined by a sub-committee of the Board of Education based on recommendations that the level of funding available.

Procedures:

1. Registration Fees must be paid in full prior to the first day of school in the school year.
2. Options for payment of tuition:
 - Option 1: Pay Tuition in full on or before Registration Day
 - Option 2: Set up a payment plan through FACTS on or before Registration Day.
 --Students will not be allowed to begin school until tuition is paid or a FACTS agreement is in place.
3. Tuition Assistance:
 - Families seeking assistance must fill out an application before July 1. (Exceptions will be made for families enrolling for the first time.)
 - Families will be notified prior to Registration Day if they have qualified for assistance, and what level of assistance they will receive.
4. Payment of tuition:
 - Tuition payments will be made to FACTS.
 - FACTS will send out monthly statements on each account.
 - FACTS will send out delinquency statements every two weeks.
5. Delinquent tuition:
 - If a family is one month behind in payments a letter will be sent out from the school office.
 - If no payment is received in two weeks the principal will call the family to arrange a meeting or to work out alternative arrangements for the payment of tuition
 - If a family is two months behind in payments a letter will be sent that gives an additional 10 school days before the student will be excluded from classes at Christ Lutheran School until such time that payments are brought current or other arrangements have been made.
 - Any outstanding tuition balance that remains at the end of a school year must be paid in full before the student will be allowed to begin school the following year.
 - If the measures listed above have not brought about the payment of the tuition balance, a letter will be sent via registered mail to the family. This letter will inform the family that they have an additional 10 school days to pay the balance. If the balance is not paid in full at the end of the 10 days, the account will be turned over to a collection agency.

*The Administration and Board of Education at Christ Lutheran will make every attempt to assist families who have unusual and challenging circumstances that arise during the year. Good communication will assist all parties in making sure that needs are met.