

## 2017-2018 FEES & FINANCIAL INFORMATION

<p style="text-align: center;"><b>APPLICATION FEE</b> <i>(Non-Refundable)</i> <b>\$100 per child.</b></p> <p style="text-align: center;"><b>Fee increases to \$150 per child beginning March 1<sup>st</sup> for current families and April 1<sup>st</sup> for new families.</b></p> <p style="text-align: center;"><b>There will be a \$30 Security Enhancement Assessment <u>per family</u> due with the Application Fee.</b></p>	<p style="text-align: center;"><b>BOOK &amp; SUPPLY FEE:</b> <i>(Non-Refundable)</i></p> <p style="text-align: center;">This fee can be paid in full or may be divided over four months beginning <u>June 1</u> and ending <u>September 1</u>.</p> <p style="text-align: center;"><b>K2-K5: \$175</b> <b>Grades 1-5: \$250</b> <b>Grades 6-12: \$300</b></p>	<p style="text-align: center;">Assignment pad (2<sup>nd</sup>-8<sup>th</sup> grades), InfoDirect fee (K5-12<sup>th</sup> grades), and one green ECS T-shirt (K2-12<sup>th</sup>) are now included in the tuition.</p>
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**ALL BOOK & SUPPLY FEES MUST BE PAID IN FULL BY SEPT. 1.** Consumable books become the property of the student, while textbooks are rented from and returned to the school at the end of the school year. Penalties may be assessed for excessive wear or vandalism of textbooks. Some grades require more supplies, and textbook replacement rotates by grades, so these fees are divided proportionately by grade levels.

2017-2018 ANNUAL TUITION							
Partial Week - 2's, 3's, 4's, K5		Full Day - 2's, 3's, 4's and K5		Grades 1-5		Grades 6-12	
\$1,700 – 5 or less ½ days or 3 or less full days per week. (½ day = 8:00am-12:00pm) * K5 is required to attend 5 days.		1 <sup>st</sup> child \$2,900		1 <sup>st</sup> child \$3,600		1 <sup>st</sup> child \$3,850	
		2 <sup>nd</sup> child \$2,700		2 <sup>nd</sup> child \$3,300		2 <sup>nd</sup> child \$3,550	
		3 <sup>rd</sup> child \$2,500		3 <sup>rd</sup> child \$3,000		3 <sup>rd</sup> child \$3,250	
		Each additional child \$1000		Each additional child \$1000		Each additional child \$1000	
10 Payment Plan (Aug-May)		10 Payment Plan (Aug-May)		10 Payment Plan (Aug-May)		10 Payment Plan (Aug-May)	
\$170 per child		1 <sup>st</sup> child \$290		1 <sup>st</sup> child \$360		1 <sup>st</sup> child \$385	
		2 <sup>nd</sup> child \$270		2 <sup>nd</sup> child \$330		2 <sup>nd</sup> child \$355	
		3 <sup>rd</sup> child \$250		3 <sup>rd</sup> child \$300		3 <sup>rd</sup> child \$325	
		Each additional child \$100		Each additional child \$100		Each additional child \$100	

**OTHER EXPENSES:** There may be additional expenses in addition to those listed above, depending on your child's grade.

**Note:** A child who is not the biological child, is not legally adopted, or is unable to show proof of legal guardianship will pay full price.

AFTER SCHOOL CARE ( <i>PreK – 5th</i> ):		
Fees are per child for any part of the time between 3:15 – 5:30 PM.		
Daily rate: \$12	Weekly rate: \$45 (if paid in advance)	Late fees of \$1 per minute will be assessed after 5:30 PM.

Please check the payment plan you intend to utilize for your child's 2017-2018 tuition.

Payment Plan	Due Dates	Partial Week 2-K5	Full Day 2's-K5	Grades 1-5	Grades 6-12
<input type="checkbox"/> Plan 1	One payment before 9/1/17 (3% discount)	\$1,649	\$2,813	\$3,492	\$3,735
<input type="checkbox"/> Plan 2	Ten payments payable on 8/1/17 – 5/1/2018	\$170	\$290	\$360	\$385
Name(s) of Student(s): _____ Grade _____ Partial or Full Day _____		<b>FOR ECS OFFICE USE ONLY</b>			
_____		Yr _____ Mo _____		Family Total / Year: \$ _____.	
_____		Yr _____ Mo _____		Family Total / Month: \$ _____.	
_____		Yr _____ Mo _____			
_____		Yr _____ Mo _____			

Emmanuel Christian School is an independent non-profit corporation created to provide an excellent Christ-centered educational program. ECS is operated primarily through tuition, fees, and financial gifts from those committed to this ministry.

By signing the "Contract of Financial Responsibility" on the back of this form, I agree to pay ECS the amount stated above for tuition and fees.



### REFUND POLICIES

ECS makes financial commitments for the next school year based on pre-enrollment numbers for that year. The financial commitments of ECS include hiring teachers, purchasing consumable books, classroom furniture, plans for facility usage, etc. Due to these fixed financial obligations and contractual agreements, the following refund guidelines have been established:

1. **NO REFUNDS** will be given on application fees, book & supply fees, and/or any prepaid deposits (yearbook, trips, etc.) unless the applicant is not accepted by ECS.
2. **NO REFUNDS** or financial adjustments will be made for absences, or for a student dismissed by expulsion.
3. **CONTRACT-** By signing this form, the financially responsible party is stating that he/she understands that each family who submits an application, pays the application fee, and whose student(s) is accepted by ECS is entering into a contractual agreement to pay that student's tuition to Emmanuel Christian School for one full year, and will agree to do so or pay all associated expenses incurred by Emmanuel Christian School to collect that contracted amount. **If a student withdraws after July 1<sup>st</sup>, there will be a \$500 withdrawal fee per student.**
4. Current students that have submitted the application and application fee are considered accepted for the following year unless contacted by someone from the school office.
5. Each student's account is considered independent. No tuition can be transferred from one student to another.

### PAYMENT POLICIES

1. Applications for the 2017-18 school year will neither be accepted nor considered valid, unless the 2016-17 account is current.
2. Only students whose school bill from previous years is paid in full by August 1<sup>st</sup> are eligible to enter ECS in the fall.
3. Yearly accounts may be paid in ten equal payments (**August 1-May 1**). The last payment is due on or before May 1<sup>st</sup>. Yearly accounts may be paid in full by September 1<sup>st</sup> to obtain the 3% reduction in tuition.
4. Payments may be made online via our website at [www.ecscrusaders.com](http://www.ecscrusaders.com), in the school office, or by mail. Payments delivered by mail must be received at the school office by the 10<sup>th</sup> of the month. Postmark dates are not considered the delivery date. As a convenience, there is an after-hours drop box located on the outside of the Administration Building. All financial information listed in our printed materials reflects a discounted price for cash payments. ECS does accept online and credit card payments, but the 4% cash discount does not apply.
5. Any fines and outstanding fees must be paid in full before a student may receive his/her report card.

### LATE PAYMENT POLICIES

1. Monthly payments not received on or before the 10<sup>th</sup> of the month will be charged a **\$25 per child late fee** on each student's account. If the 10<sup>th</sup> of the month falls on a weekend, be sure to have your payment in before the weekend.
2. If a family's account is **45 days late**, student(s) will be removed from the classroom and all extracurricular activities (EXCEL, athletics, trips, etc.) until the account is current or financial arrangements are made with the School Committee. On the 11<sup>th</sup> day of the following month (**60 days**), the student(s) will be dismissed from Emmanuel Christian School. No child will be allowed to continue as a student at ECS if an account is delinquent more than 60 days.
3. Financial emergencies are understandable and should be discussed with the School Business Administrator for special consideration. Arrangements must be made in writing and signed by the School Finance Committee prior to the 45<sup>th</sup> day.
4. Report cards and academic transcripts will be withheld if a family's account is not current at the end of a grading period.
5. Transcripts will NOT be released to other schools until the family's financial account at ECS is brought current.
6. Emmanuel Christian School will withhold the diploma and transcript of any graduating senior who has failed to completely satisfy his/her financial account at ECS, until which time it is paid in full.
7. There will be a \$25 charge for the first check returned for insufficient funds. On the second offense, there will be a \$50 charge and the check must be redeemed in the school office within 5 days. **All payments thereafter must be made by cash, money order or credit card.**
8. Accounts over 90 days past due will be filed with the Magistrate's office and/or turned over to a collection agency. The responsible party will be accountable for all balances due to ECS and all fees associated with the collection of those funds.

### CONTRACT OF FINANCIAL RESPONSIBILITY

**I HAVE READ** the "Fees and Financial Information" on the reverse side of this form and the "Refund, Payment and Late Payment Policies" stated above. **By signing below, I acknowledge that I am entering into a contractual agreement with Emmanuel Christian School for the total amount shown on the reverse side of this form. I am certifying that I understand what I have read, I am the financially responsible party for this student's account, I will abide by the payment plan which I selected, and I will abide by all of the policies as they are set forth by Emmanuel Christian School.** Should the occasion arise that I cannot fulfill my obligation, I will notify the school immediately and make arrangements in writing to meet my commitments, even if my child is removed from Emmanuel Christian School due to my failure to fulfill my financial obligation or due to disciplinary action.

I agree to make my payments as set forth in the tuition schedule by the 1<sup>st</sup> of each month, and I agree to assume all charges imposed on my account for delinquency and/or bad checks. Should legal action be required to collect on my delinquent account, I agree to pay all attorney's fees, collection fees, and/or court fees that Emmanuel Christian School or its agents may incur. I am aware that NO transcripts, records or report cards will be released until my family account is paid in full.

Father's (or Guardian's) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mother's (or Guardian's) Signature \_\_\_\_\_ Date \_\_\_\_\_