

# MAKE EVERYONE'S LIFE EASIER

by following these instructions, please.

## Make life easier for yourself.

### 1. Fill in the documents online if possible.

The blanks (fields) in the documents have been linked together so that entering information, such as your child's name, in one place will fill in the information in other places. This will reduce the time needed to complete all the documents.

### 2. Check every document carefully.

Each page has unique information that needs to be entered. **All documents need to be signed or initialed individually.** If you or your child does not have a digital signature, you may sign the documents after printing.

### 3. Print the pages single-sided.

Different documents will be filed in different places. Please do not print them double-sided.

If you cannot print the pages, save the completed documents and email the file to [admissions@ecscrusaders.com](mailto:admissions@ecscrusaders.com). If you or your student could not digitally sign each document, arrange a time to go to the school office and finish the packet by signing all the pages.

## Make life easier for the office.

### 1. Return the completed documents as soon as possible.

This will allow the office to check the pages for any missing information and get the information filed in a timely manner.

### 2. Print the pages single-sided.

Again, different documents will be filed in different places. Please do not print them double-sided.

THANK YOU    THANK YOU    THANK YOU    THANK YOU    THANK YOU



# CONTRACT OF FINANCIAL RESPONSIBILITY

I HAVE READ the “Fees and Financial Information” on page three and the “Refund, Payment and Late Payment Policies” stated in this document as well as the “Disclosure of Additional Expenses.” 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 1st 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 \_\_\_\_\_

Please check the payment plan you intend to utilize for your child’s tuition.  <b>Payment Plan</b> <input type="checkbox"/> Plan 1 - One payment before 9/1 (3% discount)  <input type="checkbox"/> Plan 2 - Ten payments payable on Aug. 1st - May 1st	<b>Name(s) of Student(s):</b> _____ _____ _____ _____	<b>Grade</b> _____ _____ _____ _____	<b>After-school Care</b> _____ _____ _____ _____	<b>If in K2-K5 Half Days/Wk.</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	<b>If in K2-K5 Full Days/Wk.</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/>
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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.

### PAYMENT POLICIES

1. Applications for the 2021-22 school year will neither be accepted nor considered valid, unless the 2020-21 account is current.
2. Only students whose school bill from previous years is paid in full by August 1st 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 1st. Yearly accounts may be paid in full by September 1st 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 10th of the month. Postmark dates are not considered to be 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 10th of the month will be charged a \$25 per child late fee on each student's account. If the 10th 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, the 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 11th 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 45th 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. 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 it is paid in full.
6. 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.
7. 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.

## 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.
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.

## DISCLOSURE OF ADDITIONAL EXPENSES

Depending on your child's age, class, or grade, there may be some additional expenses incurred throughout the school year. Below is a sampling of those items for your consideration:

1. **PE UNIFORM:** All students in 7th-9th grades will need to purchase an ECS PE uniform. The uniform consists of a T-shirt and shorts. Cost for the uniform is \$20, or \$10 per piece.
2. **SCACS FINE ARTS:** Students who choose to participate in Bible memory, spelling, music, art, academic testing and/or speech may qualify to compete on the state and national levels through the South Carolina Association of Christian Schools. The registration fee for individual activities (Bible, music, art, speech, academic testing, and spelling bee) will be paid for by the individual participants. There may be additional costs for things such as transportation, lunch, apparel, etc.
3. **SPIRIT WEAR:** Sweat shirts, T-shirts, and hoodies are sold through the school office. All of these items are comfortable, fashionable, and meet our school dress code. Costs start at \$15.
4. **YEARBOOK:** The school yearbook, *The Crusader*, is a great way to preserve the memories of your child's school year. This annual yearbook cost is \$45 if paid for by Sept. 15 and \$55 after Sept. 15.
5. **LUNCH:** Students may bring their lunch or purchase a hot lunch from the ECS Cafeteria for \$4.50 per meal. Payment options are daily, weekly and monthly (weekly and monthly preferred). All lunch payments should be made through Headmaster Online on our ECS website.
6. **ATHLETIC FEE:** (6th-12th Middle School, Junior Varsity or Varsity Teams) - \$50 per student per sport which will be billed to your account at the start of the season.
7. **TRAVEL TEAM/LITTLE CRUSADER FEE:** (1st-6th) \$35 per student per sport which will be billed to your account at the start of the season.
8. **TEXTBOOK MISUSE PENALTY:** 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.
9. **MISCELLANEOUS:** There may be occasional expenses incurred, related to things such as our school fundraisers, special class trips, promotions unique to your child's class, etc.

## 2021-2022 FEES & FINANCIAL INFORMATION

<p><b>APPLICATION FEE :</b> (Non-Refundable) \$100 per child</p> <p><b>Fee increases to \$150</b> per child beginning March 1st for current families and April 1st for new families.</p>	<p><b>SECURITY/TECHNOLOGY FEE :</b> (Non-Refundable) The security/technology enhancement fee of \$50 per family is due with the application fee.</p> <p>Headmaster on Demand fee, and one ECS t-shirt are included in the tuition.</p>	<p><b>BOOK &amp; SUPPLY FEE:</b> (Non-Refundable) This fee must be paid in full between the date of acceptance and June 30.</p> <p><b>Before July 1:</b> K2-K5: \$200 Grades 1-5: \$325 Grades 6-12: \$375</p> <p><b>After July 1:</b> K2-K5: \$225 Grades 1-5: \$350 Grades 6-12: \$400</p>
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Some grades require more supplies, and textbook replacement rotates by grades, so book and supply fees are divided proportionately by grade levels.

<b>2021-2022 ANNUAL TUITION</b>							
<b>Partial Week - K2-K5</b>	<b>Full Week - K2-K5</b>		<b>Grades 1-5</b>		<b>Grades 6-12</b>		
\$3,500 - 3 or fewer full days or 5 or fewer half days per week (half day = 8:00am-11:45am) * K5 requires 5 days/wk. **No sibling discount for partial wk.	1st child	\$4,000	1st child	\$4,850	1st child	\$5,200	
	2nd child	\$3,700	2nd child	\$4,550	2nd child	\$4,900	
	3rd child	\$3,400	3rd child	\$4,250	3rd child	\$4,600	
	4th child+	no charge	4th child+	no charge	4th child+	no charge	
<b>10 Payment Plan (Aug-May)</b>	<b>10 Payment Plan (Aug-May)</b>		<b>10 Payment Plan (Aug-May)</b>		<b>10 Payment Plan (Aug-May)</b>		
\$350 per child	1st child	\$400	1st child	\$485	1st child	\$520	
	2nd child	\$370	2nd child	\$455	2nd child	\$490	
	3rd child	\$340	3rd child	\$425	3rd child	\$460	
	4th child+	no charge	4th child+	no charge	4th child+	no charge	
<b>Single Payment (before 9/1)</b>	<b>Single Payment (before 9/1)</b>		<b>Single Payment (before 9/1)</b>		<b>Single Payment (before 9/1)</b>		
\$3,395	reflects early discount of 3%		reflects early discount of 3%		reflects early discount of 3%		
	1st child	\$3,880	1st child	\$4,705	1st child	\$5,044	
	2nd child	\$3,589	2nd child	\$4,413	2nd child	\$4,753	
	3rd child	\$3,298	3rd child	\$4,122	3rd child	\$4,462	
	4th child+	no charge	4th child+	no charge	4th child+	no charge	

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.

<b>AFTER SCHOOL CARE (ASC) PreK-6th:</b>		
Fees are per child for any part of the time between 3:00 – 5:30 PM.		
Daily rate: \$15	Weekly rate: \$65 (if paid in advance)	Late fees of \$1 per minute will be assessed after 5:30 PM.