

Hillcrest Christian School

2012-2013

Financial Policy & Contract Agreement

Hillcrest Christian School (HCS) is a not-for-profit, 501(c)(3) 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.

2012-2013 TUITION RATES AND FEES

- **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 per student which will cover all necessary costs of testing and processing. Submission of an application is not a guarantee that your child will be enrolled. **Initial _____**
- **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. Students will not be allowed to register if any amounts owed to HCS are past due. If the first tuition payment is not made within 10 days of its due date, your child's place in class will be released and may be given to another applicant. The early registration payment reduction only applies for those who actually pay early, on or prior to February 29, 2012. **Initial _____**
- **All Fees – Due in full by June 22, 2012, 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. **Initial _____**
- **Annual Tuition - HCS charges an annual tuition, which is due in full by June 22, 2012, or upon enrollment if enrolling past June 22nd.**
HCS does offer a deferred payment plan for the annual tuition; details and associated charges are discussed below. You must indicate your method of payment at registration. This contract obligates you to pay the entire annual tuition commitment regardless of any deferred payment plan and regardless of any student's absence, withdrawal, or dismissal, for any reason, at any time during the year. **Initial _____**

DIVISION	REGISTRATION FEE		MATERIALS/ BOOK USE/ ACTIVITY FEES (Due June 22)	ANNUAL TUITION (Due June 22)	BREAKDOWN OF MATERIALS/BOOK USE/ACTIVITIES FEES						
		Paid By Feb 29			Books & Materials	Activities	Tech Fee	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	\$350	\$200	\$230	\$6,930	\$195	\$35					
M/W/F Days/Week	350	200	230	4,355	195	35					
T/TH Days/ Week	350	200	230	3,435	195	35					
PS-3, PK-4 – Full Day (8:30 a.m. – 3:00 p.m.)											
M-F Days/Week	350	200	230	8,075	195	35					
M/W/F Days/Week	350	200	230	4,980	195	35					
T/TH Days/ Week	350	200	230	3,935	195	35					
PS-2- T/TH Full Days/Week	350	200	130	4,265	95	35					
PS-2- T/TH Half Days/Week	350	200	130	3,615	95	35					
Elementary (K – 3rd)	550	300	455	7,235	295	60	100				
Elementary (4th)	550	300	455	7,235	295	60	100	TBA			
Elementary (5th)	550	300	455	7,235	295	60	100	TBA			
Elementary (6th)	550	300	855	7,235	295	60	100		\$400*		
Middle School (7th)	550	300	1080	8,435**	295	60	100	\$400*		\$225*	
Middle School (8th)	550	300	680	8,435**	295	60	100			\$225*	
High School (9th – 12th)	550	300	730	9,250**	295	60	150				\$225*

* Estimated cost – Difference between any actual higher cost and this estimate will be billed at a later date.

****International/ESL Program I: non-refundable tuition surcharge of \$4,500. International/ESL Program II: "No sheltered English" program approval by administration; \$1,625.00.**

****High School Science Lab Fees to be billed, if applicable.**

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

- **Loyalty Discount (K-12th).** Returning families are eligible to receive a 2.5% loyalty discount per child in grades K-12th if registered by February 29, 2012. No other discounts or financial aid will apply.
- **Full-time faculty and staff** scheduled to work more than 30 hours/week are entitled to a 50% tuition discount under our plan and a waiver of registration fees. No other discounts apply.
- **Part-time faculty and staff** scheduled to work 20-30 hours/week are entitled to receive a 20% tuition discount under our plan and a waiver of registration fees. No other discounts apply.
- **Approved full-time Pastors** are entitled to a 40% tuition discount. No other discounts apply.
- **Financial Aid.** A limited amount of financial aid funding is available for students in grades K- 12. Normally, financial aid will range between 10–40% determined upon an independent needs based assessment, past financial responsibility, family commitment to HCS, and funding availability at the time of award. Awards are made by the Financial Aid Team and their decisions are final. Financial Aid recipients will be required to sign a separate Financial Aid Agreement. See the Registrar for on-line application instructions. **(The deadline to apply for Financial Aid is April 1, 2012)**

REFUND POLICIES Initial _____

Your financial obligation to HCS is for the full annual tuition and payment within 30 days of all other fees that are billed. HCS's expenses are incurred on an annual basis; therefore, HCS cannot afford to refund the tuition or cancel unpaid obligations if your child is forced to withdraw during the 2012-2013 academic year.

- **Annual 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 HCS, which provides substantial assistance in meeting your annual tuition 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.
- **All Other Fees:** Not refundable or prorated for any reason, including absence, withdrawal, or dismissal.

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 1, 2013 at the rate of \$40/hour for any hours not completed by May 31, 2013. Payment is due in 30 days. Hours served after May 31, 2013 may be applied to the 2013-2014 school year.
- **Extended Childcare.** Preschool, Elementary and Middle School students must be supervised while on campus; therefore students may only be on campus 15 minutes before school and 15 minutes after dismissal. In general, unsupervised 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 \$6.75 per hour, or more, if after 5:05pm for preschool, or 6:05pm for others. Students involved in a school sponsored after school program will not be billed for those activity periods. Parents who require regular extended childcare may enroll in a Discounted Plan. All extended childcare charges will be billed monthly and are payable within 30 days directly to HCS. You are required to separately sign the applicable Extended Childcare Application/Agreement indicating drop-in as needed or a selected Discounted Plan. The full terms and fees for Extended Childcare are on those forms.
- **Sports, Electives and Other Activity Participation Fees.** Parents may elect for their children to participate in special extra-curricular or elective activities on a fee basis. These are to be paid separately from tuition and all charges must be paid in full, in advance, in order for the student to be eligible to participate.
- **Café Accounts.** Parents may set up prepaid accounts for students on campus at the Café. These are maintained separately from the tuition account and must be kept in good standing in order to protect your Cafe privileges. Overdrawn accounts not settled within 30 days will be considered delinquent and subject to Delinquent Account penalties.
- **Library Books and Materials.** Overdue library books may incur a fine of 20¢ 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 HCS 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.
- **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 using a Deferred Monthly Payment Plan must purchase tuition insurance at 3.3% (rounded up to the nearest dollar) of the annual tuition total. This premium is due by June 22, 2012, or upon later registration. I authorize HCS 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 22nd, 2012 if you choose to purchase one for your student at this price.

**TUITION PAYMENT &
CONSEQUENCES OF DELINQUENT ACCOUNTS**

Initial _____

All families shall be expected to make tuition payments according to one of the following two payment options. All tuition payments must be made cash or check. Each family's preferred manner of payment must be indicated each year at the time of student registration.

- 1. Payment-In-Full (PIF).** Under this option the entire amount of tuition is paid on or before June 22, 2012. Under this payment option, tuition insurance is optional. Failure to pay the PIF amount when due will result in a late fee and suspension of registration until fully paid or a Deferred Monthly Payment Plan is entered into.
- 2. Deferred Monthly Payment Plan.** 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 by EFT charges. This Plan is an automatic payment plan made through your checking or savings account. While tuition is due the 1st of each month, those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on a payment date of 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 Monthly Payment Plan option with FACTS. Should FACTS decline a family under their Tuition Management Plan the fee for a Deferred Monthly Payment Plan with HCS (non-EFT) will be \$200, instead of \$50. Tuition Insurance is required with any Deferred Monthly Payment Plan.**

Please Indicate Your Tuition Payment Option for the 2012-2013 School Year:

Payment-In-Full
(Due June 22nd or at Registration)
(No Set-Up Fee, Tuition Insurance
Optional)

Deferred Monthly Payment Plan – EFT Option
(Payable June – May)
(\$50 Set-Up Fee, Tuition Insurance Required)

Late Payments & Delinquent Accounts. It shall be the responsibility of each school family to keep the Financial Manager informed of their need to make any changes in their preferred tuition payment option or any adjustments in the amount of tuition expected to be paid when due. The following policy will apply when tuition or any other payments are received late.

- 1. Paid-In-Full Payment.** When the PIF payment has not been made by June 22, 2012 the account will be assessed a \$125 late fee. In addition, registration shall be suspended until either the PIF payment is paid in full, or all tuition payments are then agreed to be made through the Deferred Monthly Payment Plan option (the family must pay the \$50.00 (or \$200) set-up fee and the Tuition Insurance premium, as well).
- 2. Deferred Monthly Payment Plan - Late Payments.** All payments not made by their monthly scheduled payment due date, or ACH payments missed on their due date due to insufficient funds, will incur a \$125 late fee. (You may incur additional fees from your financial institution). The missed EFT payment will be reattempted by FACTS within 20 days.
- 3. Seriously Delinquent Accounts.** (i) Families who have failed to pay a monthly tuition payment, and the associated late fees, within 40 days from its' delinquent date (the delinquent date for purposes of this paragraph is the 20th of that month) will have their students suspended from school. Families will then be advised in writing of the necessary financial remedy in order to be readmitted. (ii) Student(s) in families who fail to meet their financial remedy or families who have two delinquent monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment may not be re-admitted to school. These families may not be allowed to register for the next year except as PIF.
- 4. Delinquent Tuition from Previous Year(s).** All previously unpaid tuition and fees from the 2011-2012 school year must be paid by August 20, 2012 if a student is to be readmitted on the first day of class for the 2012-2013 school year. Payments are to be made directly to HCS.
- 5. Penalties for Delinquent Accounts.** HCS reserves the right to impose any appropriate penalties in those situations where delinquent tuition or any other delinquent fees persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, revocation of Financial Aid, 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 other fees on the dates indicated, based on the payment option we have selected above.

Parent/Guardian Signature: _____ Date _____

Student(s) Names and Grades: _____