



EMMANUEL CHRISTIAN SCHOOL

2011 – 2012 FEES & FINANCIAL INFORMATION



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.

<p style="text-align: center;">APPLICATION FEE <i>(Non-Refundable)</i></p> <p style="text-align: center;">\$100 per 1st child thru March 31 (\$75 each additional child thru March 31)</p> <p style="text-align: center;">\$125 per child April 1-May31</p> <p style="text-align: center;">\$150 per child beginning June 1</p>	<p style="text-align: center;">ACTIVITY FEE:</p> <p style="text-align: center;">This fee covers items such as: membership, insurance, testing and scoring fees for SCACS, field trips, programs, computer lab (grades K5-12), class dues, science lab fee (grades 6-12), etc.</p> <p style="text-align: center;">Grades K5 – 5: \$150</p> <p style="text-align: center;">Grades 6 – 12: \$190</p>	<p style="text-align: center;">BOOK & SUPPLY FEE:</p> <p style="text-align: center;">This fee must be paid in full upon enrollment or may be divided over four months beginning <u>June 1 and ending September 1</u>. If using the 4 payment plan: \$36.25/mo. for 2's-K5, \$45/mo. Grades 1-3, \$50/mo. for Grades 4-5, and \$62.50/mo. for Grades 6-12.</p> <p style="text-align: center;">K2-K5: \$145</p> <p style="text-align: center;">Grades 1-3: \$180</p> <p style="text-align: center;">Grades 4-5: \$200</p> <p style="text-align: center;">Grades 6-12: \$250</p>
<p style="text-align: center;">SPORTS FEE:</p> <p style="text-align: center;">\$35 per student, per sport (Billed to your account at the start of each season)</p>		

ALL ACTIVITY & 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.

2011-12 ANNUAL TUITION						
(A 3% discount is applied, if bill is paid in full before September 1, 2011.)						
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		
\$1,450 – 5 or less ½ days or 3 or less full days per week. (½ day = 8:00am-12:00pm) (K5 - 5 full or half days only)	1 st child	\$2,650	1 st child	\$3,030	1 st child	\$3,230
	2 nd child	\$2,450	2 nd child	\$2,730	2 nd child	\$2,930
	3 rd child	\$2,250	3 rd child	\$2,430	3 rd child	\$2,630
	4 th child	\$0	4 th child	\$0	4 th child	\$0
10 Payment Plan (Aug-May)	10 Payment Plan (Aug-May)	10 Payment Plan (Aug-May)		10 Payment Plan (Aug-May)		
\$145 per child	1 st child	\$265	1 st child	\$303	1 st child	\$323
	2 nd child	\$245	2 nd child	\$273	2 nd child	\$293
	3 rd child	\$225	3 rd child	\$243	3 rd child	\$263
	4 th child	\$0	4 th child	\$0	4 th child	\$0

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 – 6:00 PM.		
Daily rate: \$10	Weekly rate: \$40 (if paid in advance)	Late fees of <u>\$1 per minute</u> will be assessed after 6:00 PM.

Please check the payment plan you intend to utilize for your child's 2011-2012 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 9/1/11 (3% discount)	\$1,407	\$2,571	\$2,939	\$3,133
<input type="checkbox"/> Plan 2	Two payments on 8/15/11 & 1/9/2012	\$725	\$1,325	\$1,515	\$1,615
<input type="checkbox"/> Plan 3	Ten payments payable on 8/1/11 – 5/1/2012	\$145	\$265	\$303	\$323
Name(s) of Student(s):		FOR ECS OFFICE USE ONLY			
_____	Grade _____	Partial or Full Day _____	Yr _____ Mo _____	Family Total / Year: \$ _____.	
_____	_____	_____	Yr _____ Mo _____	Family Total / Month: \$ _____.	
_____	_____	_____	Yr _____ Mo _____		
_____	_____	_____	Yr _____ Mo _____		

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

Because of financial commitments, which must be made early in the planning for each new school year, ECS must require each family of returning students and EBC members to commit financially in January of the preceding year. Enrollment is then opened for new students to commit to the school. Based on these commitments, ECS hires teachers, plans facility usage and enters into fixed financial obligations for the next year. We realize that the life situations of families might change during the months between January and August; therefore, if a situation arises for which a registered student cannot return to ECS, the following refund guidelines shall be followed:

1. **NO REFUNDS** will be given on application fees, unless the applicant is not accepted by ECS.
2. **NO REFUNDS**, under any circumstances, will be given on any portion of the book & supply fees, activity fees, other fees or any prepaid deposits (yearbook, trips, etc.) unless the applicant is not accepted by ECS.
3. **NO REFUNDS** or financial adjustments will be made for absences during the school year.
4. Each family who submits an application, pays the application fee, and whose student is accepted by Emmanuel Christian School is entering a contractual agreement to pay that student’s tuition to ECS for one full year. Therefore, by signing this form, the financially responsible party is saying that they understand this fact as stated and they agree to pay a minimum penalty for early withdrawal of 30 days tuition, regardless of the reason for which their student is withdrawn. This penalty applies to every student who is accepted into ECS, even if the student withdraws before the classes actually begin.
5. No portion of tuition shall be refunded for a student dismissed by expulsion or due to disciplinary reasons.
6. Each student’s place is independent. No tuition can be transferred from one student to another.

PAYMENT POLICIES

1. Only students whose school bill from previous years is paid in full by August 1st are eligible to enter ECS in the fall.
2. 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 and obtain a 3% reduction in tuition.
3. Payments may be made online via our website at 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 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.
4. Parents may take advantage of the Tuition Credit Program by recommending ECS to a new family who has never had a child enrolled in our school. Once the new family pays all application fees, book fees, activity fees and their student(s) you will receive credit for a free month of tuition applied to your oldest child’s account. Both families fees must be current for your family to receive the credit.
5. Any fines and outstanding fees must be paid in full before a student in may receive their 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, student(s) will be removed from the classroom until the account is cleared or financial arrangements are made with the School Committee. On the 11th day of the second 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. 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.**

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 my name below, 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 Business Administrator 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 will make my payments as set forth in the tuition schedule by the 1st of each month and will be willing 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** _____