



EMMANUEL CHRISTIAN SCHOOL

2012-2013 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 April 30 (\$75 each additional child thru April 30) \$150 per child beginning May 1</p> <p style="text-align: center;">SPORTS FEE: \$35 per student, per sport (Billed to your account at the start of each season)</p>	<p style="text-align: center;">BOOK & SUPPLY FEE: <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 June 1 and ending September 1. If using the 4 payment plan: \$40/mo. for 2's-K5, \$55/mo. Grades 1-3, \$60/mo. for Grades 4-5, and \$70/mo. for Grades 6-12.</p> <p style="text-align: center;">K2-K5: \$160 Grades 1-3: \$200 Grades 4-5: \$240 Grades 6-12: \$280</p>	<p style="text-align: center;">ACTIVITY FEES:</p> <p style="text-align: center;">These fees are now included with the tuition, in an effort to help parents alleviate the burden of paying it all at once. This fee covers items including but not limited to SCACS membership fees, insurance, OLSAT testing and scoring, programs, technology (AR / computers), science lab (6-12th), a percentage of field trips, dues that remain with the class to help pay for the Jr./Sr. banquet & senior trip, etc.</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.

2012-13 ANNUAL TUITION						
<i>(WITH ACTIVITY FEES NOW INCLUDED FOR YOUR CONVENIENCE)</i>						
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	
\$1,500 – 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 st child	\$2,700	1 st child	\$3,250	1 st child	\$3,500
	2 nd child	\$2,500	2 nd child	\$2,950	2 nd child	\$3,200
	3 rd child	\$2,300	3 rd child	\$2,650	3 rd child	\$2,900
	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)	
\$150 per child	1 st child	\$270	1 st child	\$325	1 st child	\$350
	2 nd child	\$250	2 nd child	\$295	2 nd child	\$320
	3 rd child	\$230	3 rd child	\$265	3 rd child	\$290
	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 (PreK – 5th):		
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 \$1 per minute will be assessed after 6:00 PM.

Please check the payment plan you intend to utilize for your child's 2012-2013 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 9/1/12 (3% discount)	\$1,455	\$2,619	\$3,152.50	\$3,395
<input type="checkbox"/> Plan 2	Ten payments payable on 8/1/12 – 5/1/2013	\$150	\$270	\$325	\$350
Name(s) of Student(s):		FOR ECS OFFICE USE ONLY			
Grade: _____ Partial or Full Day: _____		Yr _____ Mo _____	Family Total / Year:		
_____		Yr _____ Mo _____	\$ _____.		
_____		Yr _____ Mo _____	Family Total / Month:		
_____		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

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. Each student's account is considered independent. No tuition can be transferred from one student to another.

PAYMENT POLICIES

1. Applications for the 2012-13 school year will neither be accepted nor considered valid, unless the 2011-12 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, 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.
5. 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 the application fee, book/supply fees, and first semester's tuition; then you will receive credit for a free month of tuition applied to your oldest child's account. All accounts must be current to receive the credit.
6. 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, 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. 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 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 _____