



## MARYVILLE CHRISTIAN SCHOOL Financial Policy

Maryville Christian School is a work of faith. There is not a single church, agency, or body on which it relies for support. Individuals, families, and churches share in the ministry of this school as the Lord enables them. Tuition and fees are intended to cover the basic operating expenses of the school. While maintaining a high quality program of Christian education may well entail sacrifice, God has promised to “supply all our needs according to His riches in glory by Christ Jesus.” Families, school personnel, and the school itself all rely on this firm assurance.

The operating budget includes staff salaries and benefits, educational materials, facility operation and maintenance, and some minimal capital expenditures for furniture and equipment. Financial aid and most student activities are not funded through tuition.

### ***REGISTRATION & FEES (All fees are non-refundable.):***

- o ***APPLICATION FEE:*** All new students pay an application fee with their completed application.
- o ***PRESCHOOL ENROLLMENT FEE:*** Payable when enrolling as either a new or returning preschool student.  
Payment of this fee secures the student’s place for the coming year.
- o ***K-12 ANNUAL COMMITMENT FEE:*** Payable upon completion of online enrollment for all students entering Kindergarten and new students entering grades 1-12. Billed annually to FACTS account in March for returning students entering grades 1-12. Payment of this fee holds the student’s place for the coming year.
- o ***K-12 STUDENT FEE:*** Billed annually to FACTS account in May for returning students and upon completion of online enrollment for new students.

Fees cover the following expenses: Testing and FACTS processing charges, Parent Connect membership, class fund fee for grades K-12, teacher manuals, visual aids, worksheets, classroom supplies, student supply kits, lab/class fees, PE uniforms, books, student materials, technology costs, and administrative charges related to enrollment and record-keeping.

***TUITION PAYMENTS:*** Tuition can be paid in full, by the semester, or monthly (June – May). Payments in full and semester payments can be made directly to the Business Office or paid through your FACTS account. All monthly tuition payments are made via electronic funds transfer or credit card to FACTS Tuition Management. FACTS will assess a processing fee for credit card payments. If the funds transfer fails due to

insufficient funds, FACTS will redraft in 15 days. If the automatic draft fails a third time, a \$25 late fee will be assessed. FACTS bills a \$30 assessment fee for NSF transactions.

**INCIDENTAL EXPENSES:** Charges for the following expenses and extra-curricular activities as well as other miscellaneous expenses that occur during the year are posted to the parent's FACTS account and billed monthly.

- o **PERFORMANCE FEE:** Students participating in music and/or drama programs outside of regular class time may be required to pay a fee to cover costumes, scripts, and other production expenses.
- o **ATHLETIC FEE:** In order to adequately fund our athletic program, all student athletes must pay a fee to participate. The fee rate will be established on an annual basis and will be determined by the athletic department and administration based upon budgetary needs. The fee is non-refundable after the first game of a particular season. Fees are determined yearly.
- o **FOOD SERVICE:** Lunch orders are placed weekly through FACTS. Charges are accrued daily.
- o **FIELD TRIPS:** Charges are posted upon completion of the trip. More expensive trips may require a deposit or advance payment.
- o **SUPERVISION:** MCS offers before and after school care to assist parents needing childcare outside of regular school hours. Charges are accrued on either a daily or weekly basis.

**STUDENT SUPPORT SERVICES:** Student support services are provided at an additional charge. Special services are available to students with professionally diagnosed learning disabilities and/or attention deficits. The Student Learning Program (SLP) is an individually designed plan to provide needed accommodations in the classroom. The SLP is for students who are able to be successful in the classroom with the accommodations. Pull-out services are also provided.

**TUITION ASSISTANCE:** A limited amount of tuition assistance is available each year to assist qualifying families with students in grades K-12. Assistance is based on demonstrated financial need. Families requesting assistance must apply within the specified application period and must reapply each year. The Finance Committee grants tuition assistance after applications are processed by FACTS, an independent third-party service. Tuition assistance is available to those who demonstrate actual need without regard to nationality, gender, God-given race, color, or ethnic origin. New families must complete the application process and be accepted for enrollment prior to applying for tuition assistance. Families in need of tuition assistance will not receive an award of more than 50 percent.

Another method of tuition assistance available to all families is the Scrip Program. Parents are able to earn tuition credits by purchasing gift cards throughout the year. A percentage of each purchase is credited back to family accounts. More information about this program is available on the school website.

**ACCOUNTS IN ARREARS:** The Finance Committee will review any family account in arrears by 60 days or more. Families can present a plan to make their account current, but the Finance Committee reserves the right to dismiss a student from the school if the family cannot meet their financial obligations. Accounts must be current at the start of each semester in order for a student to start school. Student transcripts and records will not be released until accounts have been paid in full.

**RE-ENROLLMENT OF STUDENTS:** Priority re-enrollment of students already attending MCS is contingent on tuition and fees being current at the time of re-enrollment. If the family account is in arrears, and class

enrollment reaches capacity, space cannot be assured. *Students are eligible to begin the new school year only if all charges from previous years have been satisfactorily cared for.*

**REFUND POLICY:** Fees (application, enrollment, annual commitment, and materials/technology) are non-refundable. The Annual Commitment Fee for the coming school year will be refunded if a Notification to Decline Enrollment Form is submitted prior to April 1. Tuition is charged for each month the student is officially enrolled and is non-refundable. Tuition paid during the summer months of June and July is non-refundable. In exceptional circumstances, such as an unexpected family move away from the area, the Administration may authorize a refund upon request.

**GRADUATION POLICY:** A graduating senior will not be able to go through graduation exercises or receive final transcripts unless all tuition and fees are paid in full.

**WITHDRAWAL:** If it becomes necessary to withdraw a student during the school year for any reason, tuition is charged for the full month even if the student attends for only part of the month.

**CREDIT CHECK:** All families applying to MCS may be subject to a confidential credit check. This information will be used in the overall evaluation of the family for admittance to MCS.

**FINANCIAL MANAGEMENT:** The Board of Directors has the final approval authority on all financial matters as needed. The Administrator handles the day-to-day financial decisions using the board approved budget and the assistance of the Finance Committee. The Business Manager assists with the daily financial management.

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Your signature on the **PRESCHOOL ENROLLMENT CONTRACT** or the **CONTINUOUS ENROLLMENT AGREEMENT** indicates that you have read these terms and accept them as conditions for enrollment for the coming academic year.