

2017-18 TUITION AND FEES  
FINANCIAL POLICIES AND INFORMATION



TUITIONS AND FEES 2017-18

**APPLICATION FEES:** The non-refundable \$75 application fee, per-student, is paid at time of application. Additional concurrent applications for siblings from the same family are \$75 each, up to a maximum \$150 per family.

**ENROLLMENT FEES:** The full enrollment fee must be paid annually for each student enrolled. *This fee must be paid before the student may be enrolled and attend classes. This fee is non-refundable.* The enrollment fee is not pro-rated and is due in full for all students.

2017-18 Enrollment Fees: K-8: \$200 9-12: \$275

Re-enrollment for current CSLA students is automatic each year. Automatic re-enrollment means that once a student is enrolled, enrollment automatically renews until the student graduates from C.S. Lewis Academy. Re-enrollment is assumed unless the family notifies the school IN WRITING by March 31 that they choose not to re-enroll.

The enrollment fee is locked in for each student at time of initial enrollment, and will only change as indicated by grade level, as long as that student never withdraws from CSLA.

For families who pay their tuition monthly, enrollment fees will be added to their FACTS accounts and may be paid over the remaining FACTS payments for the current school year. Families who pay their tuition annually or by semester will have their re-enrollment fees billed by CSLA directly, due April 1.

**TUITION:**

All enrollment options are 5 days/week (Monday - Friday)

All Day Kindergarten (PM K) \$5,900  
(AM or PM Kindergarten available upon request for \$3,020.  
Please call the office at 503.538.0114 for details.)

1st through grade 5 \$5,900  
Middle School 6th - 8th grades \$6,900  
High School 9th - 12th grades \$7,450

**MULTIPLE CHILD DISCOUNTS:** Tuition discounts for families with more than one child attending. All students must be legal dependents of the same parent(s). *Discounts apply only to tuition.*

2 children Add up the full tuition for all students at stated rates and deduct 4% from the total.  
3 children Add up the full tuition for all students at stated rates and deduct 9% from the total.  
4 or more Add up the full tuition for all students at stated rates and deduct 14% from the total.

*Part-time programs are not discounted.*

**ATHLETIC FEES:** Athletic fees are charged per sport, and must be paid prior to student's participation in the sport.

HS (9-12)	\$175*	MS (6-8)	\$125
GS (4-6)	\$ 75	GS (3-4)	\$ 40

\*Home School Students add \$50

*There are no discounts for multiple student-athletes from the same family, or multi-sport athletes; however, request for financial assistance for Athletics fees may be made in writing to the Director of Athletics. Payment plans may also be set-up through the Finance Manager.*

**THEATRE FEES:** Theatre fees are charged per production, and must be paid prior to student's participation in the production. Participation includes cast members and stage crew. Productions include Fall Show, One-Acts, and Spring Show.

CSLA students \$50                      Homeschool students \$100

**ADDITIONAL FEES:** There may be other fees for items such as class activities, yearbooks, PSAT testing, etc.

**WITHDRAWAL FEE:** If CSLA is notified in writing on or prior to March 31 of a student's plan to not return, the student will be withdrawn for the succeeding year. There is no fee associated.

After March 31, a per-family withdrawal fee will be incurred as follows:

April 1 - 30.....\$100  
May 1 - 31.....\$150  
June 1 - 30.....\$200  
July 1 - 31.....\$300  
Aug 1 - entire school year .. \$500

**Payment will be due at the time of withdrawal.**

Withdrawal fees may be waived on a case-by-case basis upon appeal. Transfer of a student to home school, or to another school within 20 miles of CSLA **does not qualify** for a waiver of these fees.

Should a student who withdrew (at any time) wish to re-enroll after March 31, the family will be required to reapply. The application process will include the regular application fee of \$75 per student (\$150 family maximum). In addition, the family will be responsible for the current published enrollment fee for the appropriate grade level.

**On or after the first day of school:** Tuition is prorated as the number of days enrolled.

**LATE ENROLLMENT:** When a student enrolls on or after the first day of classes, tuition is pro-rated based on the portion of the school year to be completed, per the schedule below:

Day 1 - 21	100% of total tuition
Day 22 -end of 1 <sup>st</sup> quarter	90% of total tuition
Day 1-21 of 2 <sup>nd</sup> quarter	75% of total tuition
Day 22 of 2 <sup>nd</sup> quarter - end of 2 <sup>nd</sup> quarter	65% of total tuition
Day 1-21 of 2 <sup>nd</sup> semester	50% of total tuition
Day 22 of 2 <sup>nd</sup> semester - end of quarter	40% of total tuition
Day 1-21 of 4 <sup>th</sup> quarter	25% of total tuition
Day 22 of 4 <sup>th</sup> quarter - end of school year	15% of total tuition

*A detailed schedule of dates and percentages is available upon request.*

*A child may not be admitted to class unless the enrollment fee and at least one-tenth of the annual tuition has been paid. (For second semester, one-fifth of the 2<sup>nd</sup> semester must be paid.)*

**VACATIONS, HOLIDAYS, ILLNESSES:** Tuition and other program fee credits are not available for vacations, holidays, closures due to inclement weather, or illnesses.

**RETURNED CHECKS:** There is a \$30 service fee if any check written to the school is returned unpaid for any reason, including insufficient funds or a stop payment order.

**LATE FEES:** A \$30 late fee will be charged for all accounts that have not been paid after 10 days from the due date.

## PAYMENT PLANS AND FINANCIAL POLICIES

1. **PAYMENT PLANS:** Parents must select a payment plan at the time of initial enrollment. A FACTS account is required for all monthly payment plans and is required to be set up at time of initial enrollment. If the family wishes to pay annually or by semester, a FACTS account is not needed. Those wishing to pay annually or by semester should notify the Finance office.
  - a. **ANNUAL TUITION\*** (tuition for entire school year paid in full) payments received at the CSLA Finance Office on or before July 1, 2017 qualify for a 2% discount. When an annual payment plan has been selected, and the due date has passed, the entire amount is due and payable without discount for the first semester, and is subject to a late fee after 10 days. A discount of 1% will still be applied to the second semester.
  - b. **SEMESTER TUITION\*** (tuition for entire school year paid in two equal installments), payments received on or before July 1, 2017, and January 2, 2018 respectively, qualify for a 1% discount. No discounts are applicable after these due dates. When a semester payment plan has been selected, and the due date has passed, the entire amount is due and payable without discount, and is subject to a late fee after 10 days.

\*To convert to a monthly plan, the family must request the change at least 10 days before the invoice due date, enroll in a FACTS agreement for the requested plan, and pay any monthly payments that would have been due through that date for the selected plan.

- c. **MONTHLY PAYMENT PLAN: FACTS registration is required for all families desiring a monthly payment plan.** FACTS charges an annual fee of \$43, payable with and in addition to the first tuition payment. Families will have a choice of due dates for the monthly payment, with the final payment for all plans to be due on or before May 20, 2018. *If a FACTS agreement has not been finalized, monthly tuition payments made directly to the C.S. Lewis Finance office are subject to a monthly \$25 administrative fee.* All FACTS accounts for currently enrolled families will be set up for the same monthly payments and due dates, unless the family requests a change. New families will be set up for 12 monthly payments. These payments will begin in June and end the following May.
  - Families with FACTS accounts may choose to make additional lump-sum payments via FACTS or CSLA to decrease subsequent monthly payments if desired. No administrative fee will be assessed, as long as the regular monthly tuition payment is paid to FACTS.
  - **FACTS CONTRACT INFORMATION:** Online account access is available through the FACTS link from the Parent's RenWeb account. FACTS representatives can help with a variety of account questions 24 hours/day at 1-866-441-4637; however, they will not delay the due date for scheduled payments. Requests for payment date adjustments must be submitted to the Finance Office at least 5 business days prior to the scheduled FACTS collection date.
  - **DELINQUENT PAYMENTS:** Missed Payments: If FACTS payments are missed for any reason, including insufficient funds or stop-payment orders, FACTS charges a \$30 fee. Collection will be re-attempted by FACTS approximately 15 days from the original payment date. For example, if a payment scheduled for the 5th is denied, FACTS will charge the account \$30 and then re-attempt withdrawal on the 20th. FACTS will provide a re-attempt schedule for each missed payment.

If two monthly payments are missed (i.e., three unsuccessful collection attempts) and arrangements have not been made with the Finance Manager to settle the account or initiate a revised payment plan, the student(s) will be *subject to suspension from school* until the account is current. A late fee of 5% of the total amount overdue may be added to the delinquent account.

2. **RESPONSIBLE PARTY:** The parent or legal guardian(s) who sign(s) the original Financial Agreement upon enrolling the student for the first time is fully responsible for payment of all fees according to established payment schedules of C.S. Lewis Academy. This responsibility may only be changed in writing, and sent to the CSLA Finance office. Parties who agree to share responsibility for fees must both (all) sign a financial agreement.

- TUITION ASSISTANCE:** C.S. Lewis Academy has a Tuition Assistance program for families demonstrating genuine financial need. Families who are receiving financial assistance must go into FAST and apply each year. Tuition Assistance is made available by a designated amount in the annual CSLA budget as well as through funds donated specifically for that purpose. All families are asked to thoroughly pursue other means of meeting their tuition needs before asking the school for assistance. However, we are proud to offer this program when real need exists. Returning families interested in continued assistance must re-apply each year. There is no guarantee that assistance will be approved or continue at the same level each year. Questions should be directed to the Finance Manager.

*New or prospective families* interested in financial assistance must first apply for admission to CSLA before a financial aid application will be reviewed. *Returning families* must be current on tuition payments before a financial aid application will be reviewed.

For full consideration of tuition assistance, applications for this program must be submitted to FAST, with all required documentation, by April 1<sup>st</sup> for returning students. Should any tuition payment be due prior to the awarding of tuition assistance, subsequent payments will be adjusted accordingly. Assistance awards are limited to a maximum of 50% of the net tuition due and apply to tuition only; all other fees and charges are due in full.

- NON-DISCRIMINATION POLICY:** C.S. Lewis Academy is committed to a policy of non-discrimination on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admission policies, or scholarship, athletic, and other school-administered programs.

CSLA reserves the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including willingness to cooperate with the school administration and abide by its policies. CSLA may deny admittance to students who require specially trained personnel or those who have a record of serious disciplinary or psychological problems. Reasonable accommodations will be made for students with physical limitations.

- PARENT SERVICE HOURS:** Parent Service hours are vital to the health and efficiency of C.S. Lewis Academy. Service is designed to involve parents more consistently in the life of the school. At the same time, it extends tuition dollars by having volunteers perform some tasks that might otherwise have to be paid for through professional services.

The main advantage of this program is that it encourages all parents to participate in service to the Lord's work at CSLA. It allows every parent to take ownership in the ministry of C.S. Lewis Academy, see the school in a practical and personal way and stand shoulder-to-shoulder with other parents, faculty and staff in service activities. Many projects are available to ensure all willing parents have many options for service. While no hourly goals or monetary equivalents are currently required at CSLA, we estimate that a minimum of 20-25 hours per year, per parent, is a good target.