



MARANATHA CHRISTIAN SCHOOLS

FINANCIAL POLICIES

NEW STUDENT FEES

The application fee is a one-time fee received when a new student applies for admission. The fee helps to cover the cost of processing the application, *and is non-refundable*.

The new student enrollment fee is due upon acceptance into MCS' program along with all registration paperwork, and must be paid before beginning classes – *it is non-refundable*. The fee helps to cover the costs of: Administrative duties for creating and processing all new student registration paperwork. In addition, it enables the school to plan and provide for teacher and classroom needs.

RETURNING STUDENT FEES

The re-enrollment fee is due each subsequent year when a current student enrolls for the next school year. This is non-refundable. The fee is usually due during the month of February and it reserves a seat for the student for the following school year. The fee also helps cover the administrative costs of re-enrolling these students and creating and processing all of the returning student's registration paperwork, and enables the school to plan and provide for teacher and classroom needs. Enrollment status will be compromised if these payments are not made on time.

MISCELLANEOUS FEES

Separate fees are charged for athletics, after school care, certain electives, hot lunches, field trips, and other miscellaneous school activities. These fees may be paid by personal checks, cash, credit cards, money orders, and cashier's checks.

TUITION PAYMENTS

All payment plans must be set up through FACTS, our tuition management company. (Note FACTS must be set up 21 days before payments are to begin or a portion of the tuition will be due up front in order to qualify for that particular payment plan.) See the tuition fee schedule for the starting and ending dates of each plan. If a monthly payment plan is chosen, the payments must be set up through FACTS, and there will be a non-refundable \$50 fee charged by FACTS (per year, per family) to set up the payment plan. The monthly payment will be done through an electronic fund transfer from your bank account on the 5th of each month. The Semiannual payment plan (2 payment plan) FACTS non-refundable fee is \$10.00 (per year, per family) to set up the payment plan. FACTS one-time payment withdrawal fee is \$5.00 (a one-time payment in full).

LATE ENROLLMENTS AND REGISTRATIONS

The enrollment and/or registration fee is payable in full upon enrollment/registration, regardless of when the student starts attending school. Tuition charged will be prorated based on the months of the school year remaining at the time of enrollment. Payment must be made in advance or on a monthly basis in equal payments through May of the current school year using FACTS. In some cases, a portion of the tuition will

be due up front at the time of registration, depending on what payment plan is chosen and when the paperwork is submitted. Tuition for students registering on or after the first of the month shall be required to pay the entire first month's tuition to the school during registration.

EARLY WITHDRAWAL AND TUITION REFUNDS

When a student withdraws from MCS, the student's parent must submit a written notice to the school office withdrawing the student. For any tuition that has been prepaid, NO refund will be given if a student is withdrawn after the first day of the month during the months when school is in session (August through May). If a student is withdrawn when school is not yet in session (June or July), a full refund will be given for those months. All school property (including chromebooks, chargers, textbooks, library books, etc.) must be returned, and all outstanding registration, tuition, and other fees must be paid at the time of withdrawal. If tuition is paid on a payment plan based on anything other than 10 months, the difference between the monthly charge and the actual tuition rate per month will be due at the time the students exits the school.

LATE PAYMENTS/RETURNED CHECKS

It shall be the responsibility of each school family to keep the accounting office informed of any changes in their preferred tuition payment plan or adjustments in the amount of tuition to be paid. Without such information the following policy will apply when tuition payments are received late: (1) A late fee of \$30 from FACTS will be automatically debited from the account in the event of an NSF. The missed payment will be communicated and reattempted by FACTS at a later date in the same month. (2) School families who have missed the second payment reattempted by FACTS, must contact the school accounting office within 5 business days to make suitable arrangements. MCS may require that a student be dismissed from school when an account becomes 30 days past due. To re-enroll your child at the school, you will need to make the delinquent payment and re-enrollment fees will apply.

CHANGE OF ACCOUNT INFORMATION

If the account number is changed from which your automatic payment is deducted for any reason, it is your responsibility to make the change by logging in to your online FACTS agreement. Please allow **one** business week for processing so that your next payment will be deducted or charged to your correct account.

RETURNED CHECKS

If a personal check is returned to the accounting office due to insufficient funds, stop payment or closed account, a **\$30.00** NSF fee will be added to the amount due to the school. If a second check is returned, you will be required to make all future payments by cash or money order.