

Community Christian School
Financial Policies - 2019/2020

1. The CCS tuition and fees schedule is published annually each spring. The financial contract year for all budget plans begins July 1st and ends June 30th CCS offers four payment plan options:
 - a. One annual payment due by August 15th.
 - b. Two semi-annual payments with payments due on August 15th and January 15th.
 - c. A ten-month plan with payments due beginning **July 15th** and ending April 15th. (Families may pay CCS directly or enroll in an automatic monthly, bimonthly, or weekly payment plan through PayPal. Please see the school office for set-up details.)
 - d. A twelve-month plan with payments due beginning **July 15th** and ending June 15th. (Families may pay CCS directly or enroll in an automatic monthly, bimonthly, or weekly payment plan through PayPal. Please see the school office for set-up details.)
 - e. Personalized plans may be considered at the discretion of the Financial Office.
 - f. **Please note all fees (technology fees, curriculum fees, etc.) are due in July.**
2. When tuition accounts become delinquent (over thirty days past due) and/or the budget plan is not adhered to, CCS reserves the right to: assess late payment fees, withhold a student from attending class, prohibit students from taking exams, deny students from participating in voluntary field trips, and/or withhold transcripts. Continued failure to meet financial obligations in a timely manner may result in administrative action, including dismissal and/or refusal of enrollment for subsequent semesters.
3. A \$25 late payment fee may be imposed after thirty days. CCS will be considerate of “hardships” that are brought to our attention by families in need. These requests must be initiated by those who are experiencing the hardship.
4. Seniors may not be permitted to participate in senior graduation exercises or receive diplomas if the family’s tuition account is not paid in full (with all payments having fully cleared the school’s account) or is not current per the terms of their selected payment plan.
5. The fee for a returned check or a denied electronic transfer is \$30.
6. There are no refunds on any fees (i.e. technology fee, standardized testing fee, etc.). Please see the Tuition/Fee Schedule for a listing of applicable fees.
7. All course tuition payments will be fully refunded for any course that is cancelled by CCS. All tuition refunds will be prorated within the first thirty days of each semester. Students withdrawing after those dates will be responsible for the full tuition costs. All prepaid tuition in excess of the amount required will be fully refunded.

We wish to pay according to the following payment plan:

- _____ One annual payment due August 15th
_____ Two semi-annual payments (August 15th and January 15th)
_____ Ten-month budget plan (July 15th through April 15th)
_____ Pay CCS directly
_____ Automatic withdrawal via PayPal
_____ Twelve-month budget plan (July 15th through June 15th)
_____ Pay CCS directly
_____ Automatic withdrawal via PayPal
_____ Personalized plan as agreed to by the Financial Office

Signature

Printed Name

Date