

**Community Christian School Financial Policies  
2023-2024**

1. The CCS tuition and fees schedule is published annually each spring. The financial contract year for all budget plans begins July 15<sup>th</sup>. Families may pay CCS directly (via check or cash) or enroll in an automatic monthly, bimonthly, or weekly payment plan through their HeadMaster Online account. CCS currently offers three payment plan options:
  - a. One annual payment due by August 15<sup>th</sup>.
  - b. Two semi-annual payments with payments due on August 15<sup>th</sup> and January 15<sup>th</sup>.
  - c. A ten-month plan with payments due beginning on July 15<sup>th</sup> and ending on April 15<sup>th</sup>.

**Please note all fees (technology fees, curriculum fees, etc.) are due with your first tuition payment.** Additionally, to ensure uninterrupted enrollment, all payment plans require that the first semester be paid in full no later than December 31<sup>st</sup> and the second semester be paid in full by May 31<sup>st</sup>.

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. application fee, 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, with the exception of CCS online courses. See separate CCSO Enrollment Form for details. 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 15<sup>th</sup>  
\_\_\_\_\_ Two semi-annual payments (August 15<sup>th</sup> and January 15<sup>th</sup>)  
\_\_\_\_\_ Ten-month budget plan (July 15<sup>th</sup> through April 15<sup>th</sup>)  
\_\_\_\_\_ Pay CCS directly  
\_\_\_\_\_ Automatic withdrawal via HeadMaster  
\_\_\_\_\_ Personalized plan as agreed to by the Financial Office

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date