



# Tuition & Fee Agreement

SUBMIT AND RETAIN A COPY FOR YOUR RECORDS 2019-2020

## STUDENT INFORMATION

Family Last Name		Email Address	
Student 1 Name	2018-2019 Class Grade	Student 3 Name	2018-2019 Class Grade
	2019-2020 Desired Class/Grade		2019-2020 Desired Class/Grade
Student 2 Name	2018-2019 Class Grade	Student 4 Name	2018-2019 Class Grade
	2019-2020 Desired Class/Grade		2019-2020 Desired Class/Grade

## CLASS SELECTION TUITION AND FEES

PROGRAMS	CLASS SELECTION			CLASS DESCRIPTIONS	ANNUAL TUITION	11 MONTHLY PAYMENTS	
					Returning Students Processing Fees: \$150 per student before Feb. 15, 2019 \$200 per student after Feb. 15, 2019		
PRESCHOOL	INDICATE PREFERENCE BY NUMBERING 1-2, WITH 1 BEING HIGHEST PREFERENCE			PRESCHOOL 3s			
	1	2					
				PS3.2 TUE/THU AM (2 DAYS)	\$1,226	\$112	
				PS3.3 MON/WED/FRI AM (3 DAYS)	\$1,839	\$168	
	INDICATE PREFERENCE BY NUMBERING 1-3, WITH 1 BEING HIGHEST PREFERENCE			PRESCHOOL 4s			
	1	2	3				
				PS4.3 MON-WED PM (3 DAYS)	\$1,839	\$168	
				PS4.4 MON/TUE/THU/FRI AM (4 DAYS)	\$2,452	\$223	
				PS4.5, MON-FRI AM (5 DAYS)	\$3,065	\$279	
PM ENRICHMENT				1 AFTERNOON	\$613	\$56	
				2 AFTERNOONS	\$1,226	\$112	
				3 AFTERNOONS	\$1,839	\$168	
				4 AFTERNOONS	\$2,452	\$223	
				5 AFTERNOONS	\$3,065	\$279	
	INDICATE PREFERRED DAYS FOR PM ENRICHMENT			MONDAY	TUESDAY	WEDNESDAY	THURSDAY
KINDERGARTEN				KINDERGARTEN (AM)	\$3,568	\$325	
				KINDERGARTEN <b>ALL</b> (FULL DAY)	\$5,427	\$494	
GRADES 1-3				GRADE 1 (FULL DAY)	\$5,427	\$494	
				GRADE 2 (FULL DAY)	\$5,427	\$494	
				GRADE 3 (FULL DAY)	\$5,427	\$494	
GRADES 4-8				GRADE 4 (FULL DAY)	\$5,699	\$519	
				GRADE 5 (FULL DAY)	\$5,699	\$519	
				GRADE 6 (FULL DAY)	\$5,699	\$519	
				GRADE 7 (FULL DAY)	\$5,699	\$519	
				GRADE 8 (FULL DAY)	\$5,699	\$519	

## PAYMENT PREFERENCE

SELECT ONE PAYMENT OPTION AT RIGHT

OPTION 1

☐ ANNUAL PAYMENT

DUE JUL. 10, 2019

OPTION 2

☐ MONTHLY PAYMENT

AUTO WITHDRAWN ON

☐ FIRST OR ☐ FIFTEENTH

OF EACH MONTH FROM:

BANK ROUTING NUMBER

ACCOUNT NUMBER

## TUITION AGREEMENT

Registrations must include the \$150 non-refundable processing fee per student in order to confirm a space. As of Feb. 16, 2019, all spaces will be unconfirmedopened to allow enrollment by other families. Registration by returning families that is initiated after Feb. 15, 2019 available basisison a space- and will incur an additional processing fee of \$50 per child.

All tuition will be paid either in one annual payment (due no later than July 10, 2019), or through automatic bank withdrawal over eleven (11) months (July-May). Parent(s)/guardian(s) requesting the monthly payment option must indicate above the bank routing number and the account number of the account from which payments will be automatically withdrawn.

## SIGNATURES indicate agreement with the policies, fees, and payment plan selected and outlined in this document.

Printed Name	Responsible for what percentage of obligation		%
Signature	Date	Relationship to student/s	
Printed Name	Responsible for what percentage of obligation		%
Signature	Date	Relationship to student/s	

**Non-Discrimination Policy**

Immanuel Lutheran School does not discriminate on the basis of race, color, sex, national or ethnic origin. Such data are collected upon registration for reports that verify the school's non-discriminatory policies.

**Enrollment Priority**

Congregation members and continuing families are given priority for enrollment and re-enrollment. Application for enrollment is then open to other interested families. The school reserves the right to order student enrollment according to needs as determined by the administration.

**Enrollment Requirements**

Any child under the age of six must meet the class age requirement on or before Sep. 1 of the school year. All new students must provide an original birth certificate to verify the child's age upon application for enrollment. In addition to the above, each child aged three or older must be toilet trained. Before a new student applies for enrollment, a meeting is scheduled for the school administration to meet the student and a parent or guardian. The school reserves the right to administer pre-enrollment testing as deemed necessary to meet the student's needs. Students transferring from another grade school must provide report cards and test scores from previous years as required in the admissions process, and provide authorization to view records.

**Student Class Placement**

All students will be placed in the age-appropriate class unless an alternative placement has been determined to be a more developmentally appropriate placement. An evaluation team will attempt to work together to determine this placement. The final decision is made by the school administration. Placement in a class and enrollment at Immanuel Lutheran School is conditional upon the child's success in that environment.

**Student Needs**

Any child with special needs will be considered for enrollment on an individual basis. In order to best meet the needs of the child, this policy will apply to all needs; i.e., allergy needs, dietary needs, medical needs, educational needs, and all developmental needs; such as speech therapy or monitoring, school district monitoring or services, and enrollment in other programs. It is the responsibility of the parent or guardian to notify the school in writing of any and all conditions or needs upon application and/or as they occur. A release form must be signed to authorize the release of all necessary information and to authorize care for the child's individual needs. While in attendance at Immanuel Lutheran School, the student retains his or her right for special education testing and/or services from the public school district in which the child holds residence. The staff may refer the parent or guardian to seek testing or services as needed. Students who receive special accommodations and/or modifications and are still not meeting academic standards will have an academic review to determine continued eligibility for enrollment.

**Application**

The parent or guardian must visit the school before applying for enrollment by arranging an appointment through the Director of Community Connections (school admissions counselor). Application for enrollment must include: Completed Application for Enrollment; Original Birth Certificate; Authorization to View Student Records; Report cards and test scores for the previous two years.

**Enrollment**

The school will confirm the child's class placement via written communication. The processing fee will not be refunded unless the school fails to place the child in a requested class. Students may remain on a waiting list for a preferred class while holding a confirmed class placement.

**Registration Forms and Health Records and Standards**

The parent or guardian will be given a copy of the current state health standards and requirements. It is the responsibility of the parent or guardian to secure all medical examinations, immunizations, tests and/or records, including the transfer of all records from the child's previous school; and ensure compliance with all state requirements. The Registration checklist includes: Supplies, Paperwork, and Fees form and payment; Student and Family Information form; Parent/Guardian Volunteer form; Birthday Book Club form; and the Accident and Emergency Information form or Student Profile update. Current physical exam per these guidelines: Eye Examination in Kindergarten; Dental Examination in Kindergarten, Grades 2 and 6; Physical Examination upon entering school, Kindergarten, and Grade 6; Athletes require a yearly sports physical.

**Legal Names of Students**

When parents or an outside agency seek to enroll a student at Immanuel Lutheran School under a name other than the legal name or to change the name of a student already enrolled, the parent will be informed that the name of the child shown on the birth certificate will be used on official school records until a final court order verifies a legal change. Where a student's name is changed legally, official school records will be updated to include only the acquired legal name.

**Parent Meetings**

It is required that at least one parent or guardian attend the orientation curriculum meeting scheduled at the beginning of each school year. A classroom visit is also scheduled for preschool students and a parent or guardian to provide an opportunity to become familiar with the classroom and staff. In addition, one required parent-teacher conference is scheduled each year.

**Returning Families**

Registration paperwork must include the non-refundable processing fee in order to confirm a space. As of the close of registration, the unconfirmed spaces will be opened to allow enrollment by other families. Registration by returning families that is initiated after the specified date will incur an additional fee of \$50 per child. Family accounts must be up-to-date or a payment plan in place prior to readmission.

**New Registrations**

Prior to June 1, registration is considered complete when the following items are submitted and approved by office

staff: non-refundable processing fee, tuition payment in full or Joyful Response electronic payment application; completed school forms; completed medical records. A service fee will be assessed after the close of registration if any required items and/or payments are not submitted and approved as complete. After June 1, enrollment for the upcoming school year must be accompanied by the above, applicable tuition payments. See the financial office for payment amount. Office staff will adjust deadlines to allow for the completion of all forms and school records needed prior to student attendance. When registering during the school year, the annual tuition will be prorated. All forms, records and required payments must be complete prior to student attendance.

**Tuition Payment**

The non-refundable processing fee and the signed Tuition and Fees Agreement are due when applying for enrollment or re-enrollment. This agreement outlines the family's financial obligation and must be signed by the financially responsible parties. The annual tuition is due by July 10, 2018 or prior to student attendance, when enrollment occurs during the school year. The family may establish a payment plan utilizing Joyful Response electronic payment plan.

**Immanuel Lutheran Church Grants**

Active members of Immanuel Lutheran Church will be credited with a Member Grant, pending budget approval, for grade school and Kindergarten tuition, provided they sign and return the Reaffirmation of Membership form. Active membership requires regular attendance at worship services and Holy Communion. The pastors and the congregation define regular attendance as, and therefore expect, at least 50 percent worship each month of the year. If any school family finds that expectation to be impossible to due to extenuating circumstances, they are to discuss that with the senior pastor as soon as possible. Otherwise, consistent failure to meet this minimum attendance requirement may result in the loss of the Church Member Grant.

**Payment Procedures**

All payments to the school must be made by cash, check, or money order, payable to Immanuel Lutheran School. Late payments will result in a service fee of \$25. Checks returned due to insufficient funds will result in a service fee of \$25.

**Tuition Scholarship**

On occasion, a Tuition Scholarship for an emergency for one or two months may be awarded, provided the supporting documentation is provided. The parent or guardian must contact Immanuel's third party independent firm immediately in writing when extenuating circumstances arise, outlining the circumstances and an alternative payment plan. Immanuel's third party independent firm will submit the request and report to the family. Submitting an alternative payment plan will not excuse the family from tuition and fees already incurred.

**Tuition Assistance**

Families who feel that circumstances warrant requesting ongoing reduction in their tuition obligation may apply for Tuition Assistance. As part of the process, applicants are required to fully disclose family financial information. Should their circumstances change, families receiving Tuition Assistance are required to notify the school office. Failure to regularly meet the family financial obligations to the school may result in termination of this assistance. Any assistance granted will be prorated and issued as a monthly tuition credit. Tuition Assistance applications are due in the spring. Tuition Assistance is granted only for the second and succeeding years of enrollment at ILS. The availability of need-based Tuition Assistance is dependent on gifts and the status of the school budget. Application forms are available in the school office. The application form must be submitted by the specified date for fall enrollment. Family is required to fully disclose family financial information in order to be considered for this award. Awards are announced in writing following annual budget approval. **Any discussion of grants received with anyone except the financially responsible parties for the family's application and the financial office will result in the termination of the grant awarded.**

**School Property**

The parent or guardian will be held financially responsible for the damages or replacement of any school property that is entrusted to the student's personal care (e.g., textbooks, library books, calculators, gym equipment and report cards).

**Terminating Enrollment**

The school reserves the right to terminate the enrollment of any child if: the responsibilities of the parent or guardian to the school are not met; the needs of the child cannot be met; and/or in meeting the needs of the child, the needs of others are compromised.

**To Withdraw before June 1**

When enrollment circumstances change, the parent or guardian must submit a written notice of intent to withdraw from the school by June 1. Meeting this deadline will release the family of all tuition obligations for the upcoming school year. The non-refundable processing fee will be forfeited.

**To Withdraw between June 1 and the First Day of School**

The parent or guardian must inform the school in writing. The non-refundable processing fee will be forfeited as well as the first monthly tuition payment. Failure to inform Immanuel by the first day of school will result in the account being assessed an amount equal to 10 percent of the annual tuition obligation or the first monthly tuition payment, whichever is greater.

**To Withdraw After the First Day of School**

The parent or guardian must inform the school in writing by the first of the month if the child will be leaving during the upcoming month. The annual tuition obligation will be prorated accordingly, with tuition due for the entire last month, whether or not the child is in attendance for the full month. Failure to meet the first-of-the-month deadline will result in an additional month of attendance to be included when calculating in the tuition obligation. Account balances must be paid in full and all school property returned by the final attendance day. Refunds due to prepayment will be mailed to the family after the final attendance day.