

Horizon Christian Schools

FINANCIAL POLICY

Application Fee: Prior to registering a new student in grades K-12 there is a one-time, non-refundable application fee of \$75. This fee covers the cost of evaluating the student to determine that there is a good match between what would best serve the student and what the school can offer. Provided that we can meet the student's needs, registration may proceed.

Registration: There is an annual registration fee (see the fee schedule) to enroll a new or returning student. Payment of this fee is the foundation of planning and preparation for the new school year and is non-refundable and non-transferrable.

Parent and School Partnership Policy: In order to keep our tuition lower but provide the best possible academic experience for the cost, parents are required to choose one of two options of service to any one of the schools:

- **Option 1:** Serve a minimum of 30 man-hours per family per school year. Please refer to the HCS Parent Partnership Agreement for a list of ways to get involved. Families will be billed for the time not served on May 1.
- **Option 2:** Pay a \$250 service fee (per family). This fee is due on or before October 1.

Fee Payments: Tuition fees are charged on an annual basis, but may be paid in single installment (3% discount if paid by July 1 prior to the school year) or in 12 month installments. Tuition fees must be paid in full by June of the respective school year. Students will be considered registered but not enrolled (admitted) for the new year until they successfully complete the academic requirements of the current school year and their financial account for the current year is settled.

Tuition Due Date: All tuition payments are due on the 1st of each month and are considered late if not received by the 10th of the month. Special arrangements may be made with the Tuition Accounts Coordinator to adjust the regular payment due date. The first tuition payment, regardless of payment plan, is due in July or on the day a student is registered if admitted after July 1. After May 1 an accounting fee of \$75 will be charged for any changes made to the arranged payment schedule.

Late Fee: If a tuition payment is not received by the 10th of the month, a late fee of \$35 per student will be assessed. This fee will be assessed each month the payment is late if special arrangements are not made prior to the due date. If the late date falls on a weekend, the payment is due on the Friday before the date.

Special Payment Arrangements: Events can transpire that make timely payment of tuition difficult or impossible. Should such an event occur, please contact the Tuition Accounts Coordinator as soon as possible. A solution that is reasonable for both Horizon Christian Schools and the family will be sought. If an alternative payment plan is formulated that delays a regularly scheduled tuition payment, a monthly finance charge of \$25 per student will be assessed. If alternate payment arrangements are not made, a late fee of \$35 per student will be assessed, and if the account is in arrears at the end of the calendar month, the student may not be allowed to continue at Horizon Christian Schools. Reinstatement of a discharged student will be considered on a case by case basis by the school administration. A reinstatement fee of \$75 will be charged per occurrence. The Tuition Accounts Coordinator is the only school representative authorized to arrange alternative payment plans for families.

Mid-year Admission: If a student is admitted after July, the registration fee and the first tuition payment are due at the time of registration. Tuition payments will be prorated for the balance of the school year. The tuition can be paid in one lump sum or monthly beginning with the month of registration.

Returned Check Fee: A fee of \$40 will be assessed for a check returned by the bank for any reason. This is charged in addition to any late fees that might be incurred.

Incidental Fees: There are several incidental fees that are listed on the fee schedule. Most of these fees are optional. One that is assessed for cause is the damaged/lost book fee. If a non-consumable textbook is lost or damaged (outside of normal wear and tear), a fee to cover the cost of replacement will be assessed.

Account Collection: If there is a problem in making a tuition payment on time, a family should make every effort to work with the school to bring the account up to date. If a family fails to work with the Tuition Accounts Coordinator responsibly to resolve an account in arrears, the account will be turned over to collections and the student will be discharged. Referring accounts to collection or discharging a student from school are our last and least desired approaches to addressing the issue of past due charges. However, the cost of operating the school program requires us to hold families to their commitment

of regular and timely payments. If our staff has made reasonable attempts to contact a family or establish an alternative payment plan for accounts in arrears, and the efforts prove unsuccessful, sending the account to collections is our only remaining option. The family will also be held responsible for payment of all fees associated with collection of the debt. These fees may include but are not limited to: attorney fees, court costs, late fees, and other associated costs.

Early Drop-Off or Late Pick-Up: Students must be supervised while on campus and under the supervision of school personnel. There is no provision in the school budget for student supervision outside of designated hours and supervision costs are high. Therefore, a fee of \$15 per hour (in hourly increments) will be added to the family's tuition bill if it is found that a student is routinely dropped off early or picked up late.