

Financial Policies, Terms, And Conditions Of Enrollment
For the 2006-07 Academic Year

GENERAL POLICIES

The Board of Directors sets registration, tuition, and other school fees on a yearly basis. Students presently enrolled, re-register for the coming school year beginning in February and ending on April 15th. Tuition is paid according to one of the schedules listed on the *Selection of Payment Terms Schedule Form*. Questions concerning tuition and fees are directed to the school Business Office.

The school sends invoices for tuition and transportation fees to the parent as determined by the payment plan selected.

Tuition is the main source of revenue for the school. Therefore, the timely payment of tuition is critical to the school's cash flow. The school reserves the right to suspend students from school for nonpayment of tuition or transportation fees. Failure to make payments on their respective due dates to the School or the Whitney will result in appropriate action on the Schools part. Actions shall include the removal of the student from class without any prior written or oral communication to the parent/guardian. We do not wish to embarrass or hurt the child due to actions of the parent/guardian however this is a course of action that we intend to take to protect the interests of all students and ensure the financial stability of the school. **Therefore, it is the parents/guardians responsibility to make all payments to the School or Whitney on their respective due dates thereby preventing the removal of a student from class for financial reasons.**

Registration and Re-Registration: The Re-Registration fee is a fee that reserves a student's place in a given class for the next school year upon acceptance by John Curtis Christian School and provided the student meets academic, disciplinary, and financial requirements established by the School. Students with a past due tuition or transportation balance may not re-register for the following school year. If a student has a past due tuition or transportation balance, the school will apply any payment received for re-registration to the past due balance.

The school does not accept post-dated checks. Checks returned for any reason to the school by a parents or guardians bank incur a \$30 fee. After a second check has been returned, all future payments must be made by cash, money order, or cashiers check.

All financial arrangements with the school are administered, authorized, and processed by the Business Office. A student is not allowed to take mid-term or final examinations unless all financial obligations are current.

Refunds: The obligation to pay Tuition and fees for the full academic year is unconditional and no portion of such tuition or fees paid will be refunded or cancelled despite the subsequent absence, withdrawal or dismissal from the school. The Registration Fee, the Activity Fee, the Tuition Deposit or Tuition, and the Transportation fees are non-refundable. All students who withdraw are subject to a \$100 Early Withdrawal fee.

The tuition and fees for the current academic year are listed on the *2006-2007 Expense Sheet*. Tuition Payment Parameters are as follows:

- All parents pay a Registration fee for each student. If not paid by April 15, 2006, a late registration fee must be paid.
- All parents will make two Tuition Deposit payments directly to the school with due dates of May 15, 2006 and June 15, 2006 unless they select the One or Two Payment Plan. The Tuition Deposit portion is included in the One or Two Payment Plan amount.
- No student will be allowed to attend class until the Registration fee and the Tuition Deposit payments have been processed by the Business Office.
- Tuition Payments via the Nine Payment Plan (since they are made directly to the school) are subject to the school's 10% processing fee. The 9 monthly payments are determined by the Business Office and include the applicable processing fee.
- Tuition Payments via the Whitney Tuition Credit Line include a 7% per annum interest rate. The 10 monthly payments to the Whitney Bank are determined by the Whitney National Bank and include the applicable interest fee. For those choosing the Whitney Tuition Credit Line, you may sign your promissory note at John Curtis High School on a day to be determined (known as Bank Night) from 4:00 to 6:00 p.m.. Otherwise, the promissory note can be signed **only at the River Ridge Office of the Whitney National Bank** during their normal business hours. **The note must be signed no later than April 21, 2006 for those parents who are re-enrolling their child for the next academic year.** For customers who wish to select the Whitney Tuition Credit Line, the deadline for completing the re-registration process is April 15, 2006. This deadline is necessary so that Whitney Bank will have sufficient time to prepare their promissory notes and disclosure statements. There will be no registrations accepted at Bank Night.
- The counselors will begin preparing class schedules for the 2005-06 school session during the month of April. **Students must be registered through the business office in order to be included in the class scheduling process. No exceptions will be made. A counselor will not see those students who have not re-registered and completed their financial arrangements.** Tuition Deposit payments, as noted on the *2006-2007 Expense Sheet*, are to be paid to the school by June 15, 2006. **No schedule will be mailed nor will a student be allowed on campus grounds for the upcoming school year until the Tuition Deposit payment has been made and processed by the Business Office.**