

# FINANCIAL POLICIES

## General Tuition Policies

1. Tuition payments are due on the 1<sup>st</sup> of the month. Tuition may be paid annually (Aug), semi-annually (Aug, Jan), quarterly (June, Sept, Dec, March) or monthly (12 month plan from June through May).

2. Tuition payment options are:

- Auto-charge to a credit/debit card
- Direct Debit to a checking account
- On-line via Concordia's website
- Credit card processed at school
- Cash, check or cashier's check

3. Students enrolled by Aug 31<sup>st</sup> will be considered students for the entire school year – the full year's tuition is payable over 10 months from August through May.

4. Students enrolled by Jan 31<sup>st</sup> will be considered students for the entire 2<sup>nd</sup> semester – ½ year's tuition is payable over 5 months from January through May.

5. Students enrolled in Sept, Oct, Nov, Dec, Feb, March, April or May – tuition is payable at the 10-month rate for the month of enrollment through May.

## Tuition Discounts

1. If a family has more than one student attending Concordia, there will be a \$960 tuition discount for each additional student.

2. If the parent(s) of a student is a full-time Professional LCMS Church Worker at a CLHS Association Church or school, a 50% reduction in tuition will be granted. Fees are not reduced.

Professional LCMS Church Worker is defined as:

- LCMS Pastors and other full-time Called church workers who are on the Synod's roster as determined by the Lutheran Annual;
- Full-time teachers (including Early Childhood teachers) at CLHS Association schools. Full-time is as defined by the Concordia Plans;
- Secretaries, maintenance, extended care, mother's day out, early childhood and other workers are not eligible, but may apply for a tuition reduction through the Tuition Assistance program.

3. CLHS has a need-based Tuition Assistance Program. Families with special financial needs or circumstances may apply for a tuition discount through this program.

## Late Fees

A late fee of \$25 per month will be assessed when tuition becomes 30 days past due. An additional late fee of \$10 per month may be assessed when other charges become 30 days past due.

## Tuition / Fee Refunds

Application, Registration, Technology and Athletic fees are **non-refundable**.

If a student:

- never attends class, all prepaid tuition will be refunded;
- withdraws during the school year, all prepaid tuition beyond the month of withdrawal will be refunded.

## Returned Check Fee

A charge of \$25 will be made for all returned checks. Multiple returned checks will result in the account being placed on a 'cash only' status.

## Athletic and Extra-Curricular Eligibility

An account must be in good standing with all account charges paid in full in order to maintain eligibility to participate in Athletics and other Extra-Curricular activities. Participation includes practice and competition.

## Release of Official Records

All account charges must be paid in full in order to have access to a student's grades and receive report cards, transcripts, diplomas and other official records. If a student needs an immediate release of records, payment on any outstanding balance must be made by cash, cashier's check or credit card.

## Right to Attend Class

The right to attend class at Concordia is maintained by a current status (paid in full) on all charges. **If an account becomes 45 days delinquent, the right to attend class may be denied.**

## Extenuating Circumstances

CLHS will give consideration to extenuating circumstances regarding an account balance. Contact the Director of Finance to discuss special payment arrangements.

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