

# FINANCIAL POLICIES

## Tuition Policies

### 1. Tuition payments are due on the 1<sup>st</sup> of the month.

Payment schedule options are:

- Annual – August 1st
- Semi-annual – August, January
- Quarterly – June, Sept, Dec, March
- Monthly - 12 months June through May

### 2. Cash payment incentive:

- If the full amount of tuition is paid by cash or check by August 15<sup>th</sup>, a \$250 credit will be applied to the tuition account;
- If ½ of the full amount of tuition is paid by cash or check at the beginning of each semester – by August 15<sup>th</sup> & January 15<sup>th</sup> – a \$75 credit for each payment will be applied to the tuition account for a total of \$150.

### 2. Tuition payment options are:

- Cash, check or cashier's check
- Auto-charge to a credit/debit card
- Direct Debit to a checking account
- Online via CLHS website

3. Students enrolled by Aug 31<sup>st</sup> are 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> are 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. For families with multiple students at CLHS, there is a \$960 tuition discount for each additional student.

2. If a parent is a full-time Professional LCMS Church Worker at a CLHS Association Church or school, tuition is reduced 50%. Full-time is as defined by the Concordia Plans.

Professional LCMS Church Worker is defined as:

- LCMS Pastors and full-time Called church workers who are on the Synod's roster;
- Full-time teachers (including Early Childhood) at CLHS Association schools.

3. CLHS has a need-based Tuition Assistance Program and families with special financial needs or circumstances may apply for a tuition discount through this program. Contact the Director of Finance.

## 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

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

2. If a student withdraws during the school year, all prepaid tuition beyond the month of withdrawal will be refunded;

3. If a student never attends class, all prepaid tuition 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. Please contact the Director of Finance to discuss special payment arrangements.

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