



Financial Obligation Agreement 2012 - 2013

A Ministry of Kendall Presbyterian Church

TUITION Sibling Discounts 10% for 2nd child 25% for 3rd child and on	Plan A One annual payment due June 1st, 2012	Plan B Two semi-annual Payments due June 1st, 2012 & Dec. 1st, 2012	Plan C Eleven monthly payments due 1st of each month from June 1st, 2012 through April 1st, 2013
<u>K3</u> (8:15 am - 2:30 pm)	\$6,180	\$6,280 (2 payments of \$3140 each)	\$6,380 (11 payments of \$580 each)
<u>K4 VPK</u> (8:15am -11:30 am)	No charge	No charge	No charge
<u>K4 VPK</u> <u>Enrichment Program</u> (11:30 am - 2:30 pm)	\$4,640	\$4,740 (2 payments of \$2,370 each)	\$4,840 (11 payments of \$440 each)
<u>Kindergarten</u> (8:15 am - 2:30 pm)	\$6,620	\$6,720 (2 payments of \$3,360 each)	\$6,820 (11 payments of \$620 each)
<u>1st-5th</u> (8:15 am - 2:45 pm)	\$7,610	\$7,710 (2 payments of \$3,855 each)	\$7,810 (11 payments of \$710 each)
APPLICATION FEE	\$175 (per student)	<ul style="list-style-type: none"> • For new students only • Fee submitted with application form • Includes entrance exam for students grades 2-5. 	
REGISTRATION FEE	\$500 per student (for K3-K5) \$600 per student (for 1st-5th)	<ul style="list-style-type: none"> • For all students • Payment of registration fee guarantees class placement • Includes book & technology fees • \$100 discount for KPC members • \$100 discount for ESCA graduates who were enrolled in ESCA for at least 6 months prior to the first day of school. • \$100 discount if paid by 1/31/12 • \$50 discount if paid by 2/28/12 • \$50 discount for any sibling of a KCS student registered in K5 through 5th grade. • \$50 discount for military parents currently serving. 	
ANNUAL IMPROVEMENT FEE	\$500 (per family)	<ul style="list-style-type: none"> • Two equal payments of \$250 each due on 06/01/12 and 09/01/12 • Includes school improvement projects and major repairs. 	

Application, registration & annual improvement fees are non-refundable/non-transferable.

TUITION PAYMENTS: Tuition is divided into eleven (11) payments due on the first of each month beginning June 1 and ending April 1. **It is imperative that we receive your tuition on time and that your account is kept current. If there are extenuating circumstances that prevent you from fulfilling this obligation, please contact the school office. Payments are applied to the oldest charge first.**

LATE PAYMENTS: A late fee of \$35.00 will be charged **per student** on tuition payments received after the 10th of each month. If an account should face two months in arrears, the following action will be taken:

- A registered letter will be mailed notifying family of delinquent account. The cost of the registered mail will be added to the balance of the account.
- Student (s) will be suspended if payment arrangements have not been made.
- Student will not be allowed to participate in After School Activities or ESD if payment has not been received on time.
- Student report cards and/or transcripts will not be released until financial accounts are in good standing.
- Those parents paying tuition in either the annual or semi-annual form, must pay by the due date. Failure to do so will result in the loss of the annual or semi-annual discount and also in a \$35 late fee.
- Returning students may not register unless their account is in good standing.

RETURNED CHECKS: If checks are returned due to insufficient funds, KCS accounting office will take the following action:

- Automatically redeposit the check and charge a \$35.00 returned check fee.
- If a check is returned a second time, a second fee of \$35.00 will be charged and payment must be made in cash to the KCS school accounting office.
- If a check is returned a third time, a third fee of \$35 will be charged and all remaining payments must be made in cash or cashier's check.

WITHDRAWALS: To withdraw a child from school, each custodial parent must complete and sign a Student Withdrawal form and if necessary a VPK attendance form both of which are available in the school office. It is the responsibility of the parents, not the teachers, to notify the school office and complete the proper forms.

Both custodial parents must sign the withdrawal form. Parents will continue to be responsible for tuition and fees until all appropriate forms are completed and received by the accounting office. Report cards and/or transcripts will not be released until account is in good standing.

DAMAGED/LOST BOOKS: The cost of lost or destroyed library books and/or textbooks will be charged to each student's account and must be paid for by the end of the school year or at time of withdrawal.

EXTENDED SCHOOL DAY (ESD): There are ESD two rates. (1) Pre-paid package rates are based on \$4.50 per hour, or (2) the occasional rate is \$6.50 per hour. Please see ESD form for more information. Parents purchasing an ESD package will be billed at the beginning of each month (with tuition). Parents using ESD at the "occasional" rate will be billed at the end of each month, based on hours accumulated. Parents wanting to change their ESD package must give a 15-day notice prior to the upcoming month. Changes in the package cannot be made during the month. **You will be charged \$1.00 for every minute after 6:00 p.m. Maximum ESD charges, plus a \$5.00 charge will be added to your account if a time and/or signature are omitted from the sign-out sheet . ESD packages are not available in August and June.**

NOTE: REPORT CARDS AND STUDENT RECORDS WILL NOT BE RELEASED UNTIL ALL FEES ARE PAID.

In order to successfully register your child, please do the following :

- Submit a completed registration form
- Submit only the third page of the financial obligation agreement form (this page), and retain page 1 and 2 for your records
- Submit correct registration fee
- Ensure your school account is up to date

KCS Financial Obligation Agreement 2012-2013

Please complete and return signed form to the accounting office. One form per student.

*Both custodial parents must sign this form to register their child(ren).

**All persons responsible for tuition and fees must sign this form.

TUITION PAYMENT PLAN SELECTED (please circle):

PLAN A	PLAN B	PLAN C	VPK ONLY
(Annual)	(Semi-annual)	(Monthly)	

We have read and agreed to uphold all financial obligations to Kendall Christian School.

Mother's name (Please print) : _____

*Mother's Signature: _____ Date: _____

Father's name (Please print): _____

*Father's Signature: _____ Date: _____

** Other

Print Name: _____ Date: _____

Signature: _____

Relationship to student: _____

Print Student's Name : _____

Grade: _____