

CHRIST THE KING LUTHERAN SCHOOL  
TUITION & FINANCIAL POLICY

---

**TUITION & FINANCIAL POLICY:**

We are grateful to you as parents for the sacrifice you make to send your children to our school. The tuition rates are based on the cost to provide each student with a quality education that is centered on Christ.

In order for the school to meet our financial obligations, it is imperative that our families fulfill their financial commitments.

All tuition payments are due on the 10<sup>th</sup> of each month, July – May, unless special arrangements have been made with our business office and signed agreement forms are on file.

Failure to meet financial commitment will be handled on a case-by-case basis. If you anticipate an issue in which you will be having some financial changes within your household, please let our business office know so accommodations may be explored. If a family is 2 months delinquent in their payments the student could be asked to be withdrawn until their account is current. However, consistent delinquent tuition payments will result in withdrawal of the student from the school.

Families are responsible for logging onto **gradelink.com** to review outstanding balances. Contact the school office for log on assistance.

A late fee of \$30 will be added to your account if your payment is not received on or before the 10<sup>th</sup> of the month.

**REFUNDS AND WITHDRAWAL POLICY:**

Registration fees are NON REFUNDABLE for any reason including but not limited to, denial of a registration.

If a student is asked to leave for any reason, no refund will be given.

No refund will be given for any portion of a month's tuition if the student attends one day of that month.

If elective disenrollment should happen during the school year, a 30 day notice is mandatory to receive any refund on prepaid tuition. The refund will be based as follows:

- July 1<sup>st</sup> – August 31<sup>st</sup>: 75% of prepaid tuition minus a \$100 withdrawal fee
- September 1<sup>st</sup> – end of 1<sup>st</sup> Semester: 50% of prepaid tuition minus a \$100 withdrawal fee
- 2<sup>nd</sup> Semester: NO REFUNDS

**I have read and understand this policy and received a copy of the tuition schedule.**

Student/s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ (please print)      Parent Name: \_\_\_\_\_ (please print)

Parent Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
**Parent responsible for tuition payments**       **Parent responsible for tuition payments**