

**Processing and Enrollment Fees:**

- New Students:
  - Enrollment Fee is due within 14 days of acceptance to guarantee the student's placement and is **non-refundable**.
  - Testing Fee is due within 14 days of acceptance to guarantee the student's placement and is **non-refundable**.
- Returning Students: Enrollment Fee is due at the time of registration and is **non-refundable**.

**Tuition:**

- Tuition and After Care fees are calculated on a 10 month-equal-installment schedule. These installments are due whether the student is in attendance all week, part of the week, or not at all. No tuition adjustments will be made for weather closures.
- Summer Child Care fees are calculated based upon the schedule of the Summer Rocks program, and follow the payment policies stated therein.
- One of the following payment options must be chosen:
  - One annual installment due by the first day of school. A discount of \$100.00 will be applied.
  - Two equal semester installments. The first installment is due by the first day of school. The second installment is due by January 15. A discount of \$25 will be applied to each installment.
  - In 10 equal monthly installments processed through Tuition Express (August-May).
- If fees and/or first tuition installment are not paid in full by the opening of school, the student will be denied attendance until such fees and first tuition installment are paid.
- If a check or credit card electronic funds transfer is returned for insufficient funds, a **\$35.00** charge will be assessed. The check or electronic funds transfer will be reprocessed within 5 business days. The second time a check or electronic funds transfer return occurs, in addition to the \$35.00 charge, Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire remaining unpaid balance due immediately and payable by cashier's check.
- If payment is not received within 10 days from the payment due date, a late charge of **\$35.00** will be assessed.
- If full payment of the amount due under any of the school approved payment options is not made within 30 days of the payment deadline, then in addition to the late fee, the student will not be permitted to attend class, and Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire principal sum of academic year tuition then unpaid, immediately due and payable by guaranteed check, and necessary in order for the student to be reinstated.
- ***School records, report cards and transcripts will not be issued at the end of the school year to any student with delinquent accounts until such accounts are paid in full.***

**After School and Late Pick Up:**

- If a child is not picked up by 15 minutes after the close of class, the student will be sent to the After Care Program and your account will be billed for that service at the rate of **\$8.00 per hour**, or any part of an hour. **NOTE:** A late pick-up charge of **\$1.00 per minute** will be assessed per occurrence for children picked up after 5:30 p.m.

**Variable Services and Fees:**

- Parents will be required to pay for any school property damage or loss caused by their children. This shall include, but not be limited to, damage or loss to grounds, buildings, fixtures, equipment, books, and supplies.
- Returned transaction fees, late payment fees, late pick-up fees, and other fees for variable services, such as the After Care Program, will be billed to your account separately from tuition and are governed by these same payment policies.
- *Parents are required to return their door card; there is a \$50 charge for unreturned door cards.*

**Withdrawal:**

- Emmanuel Lutheran School requires a **2 week advance written notice** if a child is to be withdrawn. Tuition and fees will be assessed through the last day of attendance of the child.
- If a child is withdrawn from school without the submission of a 2-week advance written notice, tuition will be assessed two weeks following the last day of attendance of the child.
- All account balances must be paid in full by the last day of attendance.

Any requests for exemptions to the above policies must be submitted in writing to the ELS School Administration for consideration.

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Signature of Responsible Party

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date