



2012-2013 CDS Tuition Payment Terms and Conditions

Grade	Annual Tuition		Enrollment Deposit (applied towards Annual Tuition)
	Christ Covenant Member	Non-Member	
TK*	4,690	5,490	600
K	5,690	6,490	600
EK** to 5	7,790	8,590	600
6 to 8	9,590	10,390	1,000
9 to 12	11,990	11,990	1,000

*Transitional Kindergarten

** Extended Kindergarten

1. Tuition Charges

- At the time of enrollment, a student is charged a non-refundable enrollment deposit. This deposit is applied to the total annual tuition owed for the year.
- The balance of tuition owed after the enrollment deposit will be charged in nine equal installments on the 10th of each month from May 2012 through January 2013. Once tuition has been charged, it is non-refundable.
- If enrollment occurs after the first installment charge on May 10, 2012, then at the time of enrollment, the student will be charged for all installments that have passed. A student enrolling after the school year has begun will owe a prorated amount of annual tuition, and at the time of enrollment will be charged for all installments that have passed, less the amount by which annual tuition has been reduced due to the proration. A student may not begin attending classes until they have paid both the required enrollment deposit and any installment charges that are due.
- The amount of tuition that has been charged and is owed at any point in time does not correspond to the number of school days that have passed, and may not correspond to the actual payments that have been made.

2. Payment Options

- The non-refundable enrollment deposit may be paid by cash or check.
- At the time of enrollment, the responsible party must choose one of two payment options for the balance of tuition owed.
 - **Prepayment** – Those who choose to pay the balance of tuition owed in full by April 1, 2012, will receive a \$200 credit for each student whose account is paid in full by this date. The prepayment discount is not available to students who are recipients of financial aid, or to students enrolling after the April 1 prepayment deadline.
 - **Automatic Bank Draft** – Those who choose to pay the balance of tuition owed by bank draft agree to have their bank account drafted on the 17th of each month, beginning in May 2012 and continuing through January 2013 (for a total of 9 drafts). If the 17th falls on a weekend or holiday, the draft will occur on the next business day.
- A returned item fee of \$35 will be charged to accounts with insufficient funds to draft, and the account will be drafted a second time that month.
- Once a payment option has been selected, a processing fee of \$50 will be incurred if the responsible party must change from one payment option to another.

3. Discounts

- **Multi-Child Discount** - Those families enrolling more than two students will receive a \$2,000 tuition discount for the third student, and a \$2,500 discount for each additional student enrolled after the third student. The multi-child discount(s) will apply to the child(ren) in the lowest grade(s). The multi-child discount is reduced to \$1,000 for any third or additional student that is enrolled in TK.
- **Christ Covenant Church Member Rate** - Those families who are members of Christ Covenant Church must sign the affirmation statement found on the Tuition Payment Agreement to qualify for the church member tuition rate. Members as of February 1, 2012, will be eligible for the member rate for the whole billing year, while members as of September 1, 2012, will be eligible for the member rate for the second half of the billing year, once the Business Office has received a signed affirmation statement. Qualification for the church member rate will be determined through consultation with Christ Covenant Church.



4. Withdrawals and Refunds

- For an enrolled student to officially withdraw, a signed withdrawal form must be submitted to the Business Office. A student whose withdrawal has become official is no longer eligible to attend class or participate in any school-sponsored activities. Withdrawals must become official by the 10th of the month in order to avoid that month's tuition charge.
- If a student withdraws, tuition will only be refunded to the extent that payments exceed the cumulative tuition charged, as outlined under Tuition Charges.

5. Other Requirements

- All students in grades 9 through 12 are required to have a laptop computer. School specified and supported models are highly recommended.
- A non-refundable graduation fee of \$150 per student is due from all rising Seniors at the time of enrollment.
- Only students that are officially enrolled may participate in school-sponsored events, including Athletic team practices and try-outs.

6. Services Not Funded By Tuition

- After school programs and programs for learning disabled and special needs students are available for an additional charge. Please contact the school office for information about these programs.
- The cost of special testing or tutoring for students needing additional help beyond that normally provided by the classroom teacher, or for those on academic probation, is not covered by tuition.

7. Financial Aid

- Covenant Day School desires to provide an affordable, quality Christian education. The school administers a need-based Financial Aid program to assist those families who demonstrate financial need.
- Families desiring assistance through the Financial Aid program must submit a new application each year. An application can be picked up at the Main Office, High School Office, or Business Office.
- A student's Financial Aid application packet will not be considered unless a completed Tuition Payment Agreement has been submitted along with the required non-refundable enrollment deposit. Families who submit a completed Financial Aid application at the time of enrollment may reduce their enrollment deposit by half.
- Financial Aid award decisions are made by a Committee of the Board of Trustees. Awards are granted on the basis of demonstrated financial need, as determined by a comprehensive assessment of the applicant's financial situation.
- Only the party responsible for paying tuition is eligible to apply for Financial Aid.

8. Non-Current Accounts

- Accounts with a balance more than 60 days past due are considered non-current.
- Student reenrollment, report card issuance, and transcript release will be suspended for those students with non-current accounts until those accounts are made current.
- The school reserves the right to deny students access to class for non-current accounts.

