Zion Lutheran School Kindergarten – Grade 5

Financial Policies and Agreement for 2022-2023

Community Rate	$5040 first child	$4540	each additional child
Active Member Rate	$2585 first child	$2330	each additional child

There is a book fee for all students: Kindergarten - Grade 5 $175 first child
$150 each additional child

Financial Policies

Tuition Collection Policy
Zion Lutheran School is funded by tuition revenue and Zion Church. The timely collection of tuition is a necessity for the efficient management of Zion Lutheran School's financial situation. Therefore, the School Board, in Christian love and concern, institutes this policy to assist in the effort to exercise responsible stewardship.

Fees are payable to Zion Lutheran School. **Non-refundable enrollment fees** (1/10 of the total tuition) are due on or before May 20 to reserve a place for the following school year.

1. The remaining nine payments are to be made by the 10th of each month from September through May. This may be done by automatic withdrawal, money order, cash, or personal check.
2. Students enrolling after the school year has begun will make payment arrangements with the principal.
3. Students whose families have not satisfied their tuition obligation for any given year will not be allowed to reenroll in Zion Lutheran School in subsequent years until payments are complete.

Active Member Rate
This active member rate is given to the school by Zion Lutheran Church in honor and support of the family's commitment to Christian Education.

"Active" Zion Church Member Rate encourages active membership in Zion Lutheran Church.

- The desired goal is weekly attendance at worship and Bible study at Zion Lutheran Church. The Board of Christian Education has made the decision that a minimum of 50% church attendance is required to obtain the Active Member Rate. Tithing is also an important goal for each church member as we present our gifts to God.
- Attendance is tracked through teacher records and Church 360 (church office record of friendship pad signing). Attendance is mainly determined through signing the "friendship pad."

Discounts for Community Rates
Registration fee (1/10 of the tuition) will be reduced by $100 first child and $50 for each additional child, with one of the following:

- Sign up for the 1-pay or 2-pay payment plans.
  - $100 ($50 each additional child) will be deducted from the total amount due. Payments are due on September 1st for the 1-pay plan.
  - $50 ($25 each additional child) will be deducted from the total amount due. Payments are due on September 1st and January 1st for the 2-pay plan.
  - Payments must be received on or before the 1st of these months in order for the reduction to apply.

Referral Credits

1. For non-member referral and enrollment, a $100 credit will be given to the referring family.
2. For a member referral and enrollment, a $75 credit will be given to the referring family.

* Only one of these credits is allowed per school year.

Late Fee / Return Check Policy
At Zion Lutheran School, tuition, is a large portion of revenue. The majority of our families make payments on time. For parents who have difficulty making regular payments, special arrangements may be made, provided that close communication is maintained with the school. However, if there is no communication and in an effort to encourage parents to pay in a timely manner, we do impose late fees.

- Any account which is 30 days past due will be assessed a $25 late fee.
- Any account which is 60 days past due will be assessed a $50 late fee.

- For any account which is 61 days past due, the student will be withheld from class until the overdue balance has been addressed.
- All returned check fees will be charged to the student's account.

Financial Aid

Although Zion expects families to make some sacrifices / investments in their children's future, we do not desire to prevent anyone from being able to attend Zion School. To this end, financial aid may be granted under special circumstances. We ask families to seriously consider their need before applying for financial aid. Aid is granted by the Board of Christian Education, after the family submits a completed financial aid request form (form available from the principal).

The following are conditions under which the School Board will consider a financial aid request:

- Minimum requirements: The family will be asked to assume at least half of the tuition amount.
- Financial hardship: Limited financial resources must be evident. The loss of primary financial support or significant life change situations will also be considered.
- Catastrophic medical or casualty loss: If a family should experience a catastrophic medical bill or casualty loss, financial aid will be considered. This should apply to expenses that are the family's obligation and are not being paid by another source such as insurance.
- Support of the School: The family will be expected to show their support for the school in other ways to complete tuition. Examples include volunteer opportunities in the classrooms, lunchroom, office, church, and special events.

Tuition Refund

A student who withdraws from Zion Lutheran School during the school year will be charged tuition fees computed as follows: the annual tuition divided by 175 and multiplied by the number of days the student has been enrolled. If the student has paid more than the amount due, a refund will be issued.

Financial Agreement

Family Name _____

Child(ren)'s Name(s) and Grade Level(s) _____

_____

_____

Rate Applied (attached sheet) _____

Book Fee Due _____

Amount Paid _____

Method of School Payment _____First of each month _____Automatic Withdrawal (set-up online at Gradelink.com)

_____Payment in Full _____Semi-Annual Payment

I have read and understand the financial policies and agreement.

_____ _____

Parent or Guardian Date

(Approved by the Board of Directors 2018)