

LIFE CHRISTIAN -- FINANCIAL POLICIES
2008-2009 SCHOOL YEAR

TUITION BILLINGS:

Pre-School Students – Tuition payments are due by the 15th of each month. There are nine monthly billings – **AUGUST** through **APRIL**. The first billing will be mailed out by August 5th and is due by August 15th. Students who enroll after the 15th of the month or come any part of the month will be charged for ½ month tuition.

MS / HS & Part Time Elementary L.I.F.E. Students – Tuition billing for June, July and August will reflect charges for the 11-month regular K-12 tuition only. Beginning with the September statement, we will include monthly charges for the LIFE program segments your student is enrolled in during September through May.

K – 12 Students – Tuition payments are due by the 15th of each month. There are eleven monthly billings **JUNE** through **APRIL**. The first statement will be mailed out by June 5th and due by June 15th.

Late K-12 Applicants – Late enrollee will result in an altered billing cycle.

Students transferring in after the school year has started will be charged on the basis of the number of days left in the school year and the grade the child is entering. This will be payable based on the number of months remaining in the school year in order for the entire tuition amount to be paid in full by the end of May.

PAYMENT PROCEDURES:

All billings/statements will be mailed to the student's primary place of residence only. If someone else pays the tuition, the parent/guardian is responsible for forwarding the statement to that individual.

ALL payments must be mailed directly to a Key Bank Lockbox at: PO Box 11626, Tacoma, WA 98411-6626. Payments **cannot** be accepted at Key Bank locations. Payments must be mailed directly to this LOCKBOX address. The only payments accepted in the school office will be for families paying cash or wanting to use their charge card. A handling fee of 4% will be included.

PAYMENT POLICY:

1 st of month:	Statements are mailed.
15 th of month:	ALL PAYMENTS ARE DUE.
After the 15 th :	\$20 late fee added to any tuition owing.
20 th of month:	Parent must contact the Accounting Office to make specific payment arrangements for any unusual or temporary financial circumstances.
End of month:	Temporary suspension until previous month's tuition is paid.

If parents call and work with us regarding a payment schedule or specific payment dates, their student may remain in school. Suspension happens only when parents do not call or make any attempt to make the monthly payment or catch-up the past-due account.

All accounts must be cleared before enrollment for the next school year can be accepted. No student can start school with a previous balance owing. Any outstanding accounts will be turned over to an outside collection agency.

All accounts must be cleared before the last day of school. Otherwise the school may withhold official transcripts according to RCW 28A.195.070.

REFUND POLICY:

Summer Refunds (withdrawal in June, July or August): Application and registration fees are non-refundable. A 10% withdrawal fee will be collected from any paid tuition prior to a refund.

After School Starts: Application and registration fees are non-refundable. Tuition is pro-rated on a daily basis. A withdrawal fee of 10% of the paid tuition will be added to the account.