

# **FINANCIAL POLICY**

**2009-2010**

Kindergarten-12th Grade

Crossroads Christian Schools' primary source of income is tuition. It is vital that all CCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. After carefully reading this financial policy, please sign and date the Financial Contract located on the back of the Method of Payment form, acknowledging that you understand your financial responsibility. **Please note, only one financial contract is necessary per family.**

## **REGISTRATION FEE:**

All CCS families are required to pay the **non-refundable, non-negotiable** registration fee. As a way to offset costs incurred at registration, you may use the option of paying with two (2) checks which will be taken on registration day. One check will be dated with the date you register, and the second check will have the post date of April 1, 2009.

## **2009-2010 ACTIVITY FEES:**

### **Grades K-5**

The activity fee covers the cost for a Crossroads Spirit Shirt, all field trips for the year, special family and classroom activities. This fee does not include 4th grade's trip to Sacramento and 5th grade's trip to SEAWORLD.

### **Grades 6-8**

The activity fee covers the cost for a Crossroads Spirit Shirt, all field trips for the year, Camp-On-Campus, special family activities and classroom activities. This fee does not include 6<sup>th</sup> grade's Rawhide Ranch Trip and the 7<sup>th</sup>-8<sup>th</sup> grade's Washington D.C. Trip.

### **Grades 9-12**

Additional fees will be assessed for the following items: Lab and Freshman Camp. Miscellaneous electives and sports program fees will be incurred as usage dictates.

## **TESTING FEE:**

A non-refundable testing fee will be due at the time new students are applying for entrance into Crossroads Christian Schools.

## **TUITION METHOD OF PAYMENT OPTIONS:**

### **EFT PAYMENT PLAN:**

If you choose to have your tuition fees automatically deducted from your bank account, you will receive a reduction in your registration fee of \$100 when you register your student(s). You will be required to complete an authorization form for each new school year. You will have the option to have your monies deducted either the 1st or 15th of each month. If you decide **not** to use the automatic withdrawal option after you have committed to EFT, you will be required to complete an EFT Cancellation Form and your account will then be charged back the discount that you received at registration. A 10-day lead-time is necessary and the cancellation form **MUST** be completed in order for EFT to be cancelled. If the form is not complete within the appropriate time, CCS cannot be held responsible for monies deducted from your account.

**CASH/CHECK/CREDIT CARD PAYMENTS:**

If you choose monthly payments by cash, check or credit card, you have the option of dropping your payment in the drop box located in each school office or you can mail your payment to:

**Crossroads Christian Schools**  
Student Billing Department  
P.O. Box 78166  
Corona, CA 92877-0138

**For your protection, we strongly suggest that you obtain a receipt from office personnel.**

**\*\*CCS CANNOT BE HELD RESPONSIBLE FOR ANY CASH PAYMENTS MADE WITHOUT A RECEIPT\*\***

**PAYMENT SCHEDULES**

**10-Month Option:**

If you are paying your student(s) tuition in 10 payments (either EFT or Coupon Method), the following payment schedule will apply:

June 2009 – One month's tuition deposit (10% of annual tuition)  
September 2009 – May 2010 (9 consecutive monthly payments)

**12 Month Option:** Available **only to payers who select the EFT Method of Payment:**

If you are paying your student(s) tuition in 12 payments, the following payment schedule will apply:

**June 2009 – May 2010 (consecutive payments)**

**Paid In Full Option** (Savings of \$100 off Annual Tuition Fee)

If you are paying your student(s) tuition in full, the following payment schedule will apply:

- \***June 2009 – 10% Deposit** (If you are unable to pay entire balance by June 15, 2009)
- \***September 2009 – Balance in Full**

*\* Please note, if your payment in full is not received by September 15, 2009, your account will be charged back the discount you received at registration and you will then be placed on a month-to-month status.*

**WITHDRAWAL NOTIFICATION:**

Students who withdraw during the school year are required to give a two-week notice and must complete the withdrawal paperwork located in the school office. Tuition refunds will be determined on a prorated basis, which will depend on the date that is on the withdrawal paperwork. Please note that if withdrawal paperwork is not completed, charges will continue to be incurred.

**REFUND POLICIES:**

Upon termination of enrollment, tuition will be pro-rated based on the number of school days attended. The pro-rated tuition will be compared to the amount of tuition paid, leaving a refund due to the school family or a payment due by the school family.

**JUNE DEPOSIT REFUND:**

Refundable on the following prorated schedule if the school is notified by:  
July 01, 2009 = 75% Refund July 15, 2009 = 50% Refund July 31, 2009 = 25% Refund

**\*\*Any notification of withdrawal received after August 1, 2009 will not be eligible for a refund. \*\***

### **CONSEQUENCES OF DELINQUENT ACCOUNTS:**

Tuition payments are due on the first of each month, and are considered late after the 15th of each month. If your account has an unpaid balance, a fee of \$25.00 will be assessed. If your account is unpaid by 8:00 a.m., the last day of the month, you will be jeopardizing your child's place in our school, and your account may become suspended.

### **SUSPENDED ACCOUNTS:**

An account can become suspended as a result of more than two (2) NSF returned checks, or after an account has become delinquent and no payment arrangements have been made with the Accounting Department. Once an account has been suspended, Crossroads Christian Schools reserves the right to remove the student(s) from school. After a student has been removed from the program due to a suspended account, the responsible payer will then have 30 days to pay off the past due balance or make payment arrangements with the Accounting Department. The student(s) will remain out of school until the back balance is paid in full. If after 30 days either payment has not been received in full, payment arrangements have not been made or payer defaults on any portion of the payment plan, the account will then be sent to collections.

### **RETURNED CHECKS:**

Non-sufficient Fund (NSF) checks are **not** automatically re-submitted by our bank. If your payment is returned, the accounting office will notify you either by telephone call or letter. CCS will expect payment for the NSF check, along with a NSF fee of \$25 to be submitted within five (5) working days. If CCS receives two (2) or more NSF checks or NSF EFT's from the account payer, it will be required that the payer make all further payments in cash for a period of three (3) months.

### **BILLING QUESTIONS:**

Please direct all billing questions or concerns to Bridgett Eaves, Student Billing Manager at (951) 493-2181 or Greg Busbee, Director of Accounting (951) 493-2185.

[beaves@crossroadsschool.org](mailto:beaves@crossroadsschool.org)

[gbusbee@crossroadsschool.org](mailto:gbusbee@crossroadsschool.org)