



## 2019-2020 Covenant Day School Tuition Payment Terms and Conditions

Grade	Annual Tuition	Enrollment Deposit (applied towards Annual Tuition)
TK*	\$9,850	\$600
K	\$10,350	\$600
EK** to 5	\$12,350	\$600
6 to 8	\$14,650	\$1,000
9 to 12	\$16,650	\$1,000

\*Transitional Kindergarten

\*\* Extended Kindergarten

### 1. Tuition Charges

- At the time of enrollment, a student is charged a non-refundable, non-transferable enrollment deposit as shown in the table above. This deposit is applied toward the annual tuition owed for the year. For rising seniors, a non-refundable, non-transferable graduation fee of \$200 is also due at the time of enrollment.
- The balance of tuition owed after the enrollment deposit will be charged in nine equal installments on the 10th of each month from May 2019 through January 2020. Once tuition has been charged, it is owed and is non-refundable and non-transferable.
- If enrollment occurs after the first scheduled installment charge on May 10, 2019, 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 tuition for the part of the school year that remains. A student enrolling after the school year has begun will still be charged at the time of enrollment for all installments that have passed, but the amount owed at enrollment will be reduced by the amount by which annual tuition has been reduced.
- 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, nor does it correspond to the actual payments that may have been made. Tuition charged and owed is determined by the billing schedule described above.

### 2. Payment Options

- The non-refundable, non-transferable enrollment deposit must be paid in full at the time of enrollment.
- At the time of enrollment, the responsible party must choose one of two payment options for the balance of tuition to be charged.
  - Prepayment** – Those who choose to pay the balance of tuition remaining to be charged in full by April 1, 2019, 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 2019 and continuing through January 2020 (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 \$1,500 tuition discount for the third student and each additional student enrolled from the same household. The multi-child discount(s) will apply to the child(ren) in the lowest grade(s).
- **Christ Covenant Church Member Discount** - Those families who are members of Christ Covenant Church may qualify for a discount of \$400 against the tuition owed for any student enrolled in TK through 12<sup>th</sup> grade. To receive this discount, the responsible party must sign the affirmation statement that is part of the Tuition Payment Agreement. Members as of February 1, 2019, will be eligible for the member discount for the whole billing year, while members as of September 1, 2019, will be eligible for the discount for the second half of the billing year, once the Business Office has received a signed affirmation statement. Qualification for the church member discount 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 10<sup>th</sup> of the month in order to avoid that month's tuition charge.
- If a student withdraws, a refund will only be provided to the extent that payments exceed the cumulative tuition charged. This means that for families that have chosen the bank draft option, and who are current on those payments, no refund will be provided at the time of withdrawal, and no additional payments will be required. Families who have paid for the entire year in advance may receive a partial refund, depending on the date of the student's official withdrawal.

### 5. Other Fees and Requirements

- Covenant Day's high school curriculum incorporates the use of laptop computers. Students in grades 9 through 12 are required to have their own laptop computer throughout the school year. School specified and supported models are highly recommended.
- A non-refundable, non-transferable graduation fee of \$200 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 students with special learning needs are available for an additional charge. Please contact the school's Business 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 seeks to provide an exceptional Christian education to each of our students. For those families unable to pay the full cost of this 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. CDS uses an online financial aid application, which is accessible from the CDS website.
- Families who submit a completed financial aid application at the time of enrollment may reduce their non-refundable, non-transferable enrollment deposit by half. This only affects the amount required to be paid as a deposit to secure a place in the class, while the financial aid application is being considered. Families may also choose to apply for financial aid before choosing to enroll, but a seat will not be held for any student until the required enrollment deposit is paid.
- Financial aid 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 30 days past due are considered non-current.
- Student re-enrollment, report card issuance, and transcript release may 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.