



2023-2024 Covenant Day School Tuition Payment Terms and Conditions

Grade	Annual Tuition	Enrollment Deposit (applied towards Annual Tuition)
TK*	\$12,075	\$1,000
K	\$12,575	\$1,000
1 to 5	\$14,875	\$1,000
6 to 8	\$17,575	\$1,000
9 to 12	\$19,875	\$1,000

*Transitional Kindergarten

1. Tuition Payment

- **Enrollment Deposit:** A deposit of \$1,000 per student is required to be paid at the time of enrollment. This deposit is non-refundable, non-transferrable, and is applied toward each student's total annual tuition bill.
- **Payment Plans:** Covenant Day School partners with FACTS, a tuition management company, to offer families the following options for paying tuition:
 - **Annual Payment** – Families may choose to pay the entire balance of tuition owed by April 1, 2023. A \$200 credit will be applied to each student whose account is paid in full by this date. This credit does not apply to students receiving financial assistance or to students who enroll after April 1, 2023.
 - **Monthly Payments** – Families may choose to pay the balance of tuition owed over nine equal monthly installments from May 2023 to January 2024. Under this plan, families may choose to have their automatic monthly tuition payment occur on either the 5th or the 20th of each payment month. If the chosen payment date falls on a weekend or holiday, the payment will instead occur on the next business day. Families choosing this payment plan option will be charged a non-refundable annual payment plan fee of \$50 by FACTS. The payment plan fee is charged within 15 days of finalizing the payment plan.
- **Payment Methods:** Families may make tuition payments using either a bank account or a debit/credit card. Any payments made using a debit/credit card will incur an additional fee of 2.95% that is collected by the payment processor.
- **Mid-Cycle Enrollments:** If a student's enrollment occurs after the first scheduled installment in May, then at the time of enrollment, the family must still pay the required deposit to complete the enrollment process. By the next installment due date, the family must bring their account current by making all installment payments whose due date has passed. If enrollment occurs after the school year has begun, the family will still be required to bring their account current by the next installment due date, but the total amount of tuition owed for the year will be prorated to the percentage of the school year that remains.

2. 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 to avoid paying that month's tuition installment.
- If a student withdraws, a refund will be provided that is equal to the value of all tuition installments whose due date has not passed. This means that for families that have chosen the monthly payment option, and 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 chosen the annual payment option may receive a partial refund, depending on the date of the student's withdrawal. Choice of payment plan does not affect the amount of total tuition owed for the year in the event of a withdrawal.

- In the case of a student being dismissed by the school for any reason, the policies regarding refunds are the same as those described above for withdrawals. In all cases, the obligation to pay any tuition balance owed is unconditional, and any tuition owed is non-refundable and non-transferable.

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 12th grade. To receive this discount, the responsible party must affirm the church membership statement that is part of the online enrollment process. Church members as of February 1, 2023, will be eligible for the member discount for the whole year, while members as of September 1, 2023, will be eligible for the discount for the second half of the year, once the Business Office has confirmed qualification for the member discount with Christ Covenant Church.

4. 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. Student laptops must meet certain minimum technical specifications to function properly on the school's network.
- Only students that are officially enrolled may participate in school-sponsored events, including athletic team practices and try-outs.

5. Services Not Funded By Tuition

- Extended Day 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.

6. 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 prior to enrollment may contact the Business Office to 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 choosing to wait for a financial aid decision before enrolling will not have a seat held for their 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.

7. 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.

8. School Closure or Modifications Due to a Force Majeure Event

- Should events beyond the control of Covenant Day School ("the School"), including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect.
- Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.