



2023-24 TUITION AND FEES AND FINANCIAL POLICIES

TUITIONS AND FEES

APPLICATION FEES

- \$50 per student application, (new student or withdrawn student who wishes to reapply) due at the time of application.
- **Non-refundable** and separate from enrollment fees.
- Additional concurrent applications for siblings from the same family are \$50 each

ENROLLMENT FEES

- Must be paid annually for each student enrolled.
- For late enrollments or mid-year transfers, the fee must be paid before the student may attend classes.
- The fee is **non-refundable**.
- The enrollment fee is due in full and not pro-rated.

K-8:	\$200
9-12:	\$275

Once a student is enrolled, enrollment automatically renews each year until the student graduates from C.S. Lewis Academy. **Continuous enrollment is assumed unless the family notifies the Principal or Finance Office IN WRITING by March 1st**, that their student(s) will not return for the next academic year. **All enrollment fees become due and payable on March 1st.**

Re-enrollment fees are billed on February 15th and are due on March 1st. The enrollment fee is locked in for each student at the time of initial enrollment and will only change as indicated by grade level if the student remains enrolled. Current students who do not pay the re-enrollment fee by March 1, will be withdrawn for the following year, and therefore will need to pay an application fee of \$50 to be reinstated.

TUITION

All programs are 5 days/week (Monday – Friday)

All Day Kindergarten	\$7,725
Elementary School 1st – 5 th grades	\$7,725
Middle School 6th-8th grades	\$9,050
High School 9th-12th grades	\$9,775

Tuition is subject to annual increase

One of the 3 allowed payment plans (Annual, Semester, or Monthly) must be initiated and paid by June 15.

Written notice to withdraw must be given by June 15th. All withdrawals made after June 15th are subject to a percentage of tuition charges (see Early Withdrawal schedule)

MULTIPLE CHILD DISCOUNTS

Tuition discounts for families with more than one child attending will be deducted from the total tuition. All students must be legal dependents of the same parent(s). Discounts apply to tuition only.

2 children	4% discount
3 children	9% discount
4 or more	14% discount

Part-time programs are not discounted.

FEES & TUITION PAYMENT SCHEDULE

- February 1 - Enrollment open for Kindergarten
- February 15 - Re-enrollment fees billed
- March 1 - Deadline for a written intent to withdraw (sent to Principal or Finance Office). Re-enrollment fee will be removed.
- March 1 - Re-enrollment fees due and non-refundable
- March 2 - Open enrollment for new students begins
- April 1 - Priority deadline for full financial aid consideration
- May 1 - First tuition billing
- June 15 - Last day to withdraw without financial (tuition) obligation. After June 15 a minimum of 5% of annual tuition is charged (see Early Withdrawal schedule)
- June 15 - Tuition payments due:
 - Monthly payment (via FACTS) due for September
 - Semester payment plan (via FACTS or by check) due for 1st Semester (1% discount)
 - Annual payment plan (via FACTS or by check) due for the year (2% discount)
- September–May - Remaining (9 of 10) monthly tuition payment plan payments due via FACTS
- January 2 – Semester Payment Plan, 2nd payment due

PRORATED TUITION AND LATE FEES

LATE ENROLLMENT

Enrollment on or after the first day of classes:

Late Enrollment – Month of Entry (% of annual tuition charged per student)
June – 100%
July – 100%
August – 100%
September – 100%
October – 90%
November – 80%
December – 65%
January – 55%
February – 50%
March – 40%
April – 30%
May – 30%

A child may not start classes unless the enrollment fee and at least the first month of the total tuition has been received.

EARLY WITHDRAWAL

Withdrawal after June 15th:

Early Withdrawal – Month of Withdrawal (% of annual tuition owed per student)
June – 5%
July – 10%
August – 10%
September – 20%
October – 30%
November – 40%
December – 50%
January – 60%
February – 70%
March – 80%
April – 100%
May – 100%

Previously withdrawn students will be required to reapply for admission and will be charged an application fee. The related enrollment fee will be the current published fee for the appropriate grade level.

OTHER FEES

ATHLETICS FEES

Athletics fees are charged **per sport** and are due no later than date of first contest in that sport.

HS (9-12)	\$180	MS (6-8)	\$130
GS (4-6)	\$ 80	GS (3-4, 3-5)	\$ 50

Requests for financial assistance for Athletics fees may be made in writing to the Director of Athletics. Payment plans may also be set up through the Finance Office.

- Third sport of the same year is billed at ½ listed fee (CSLA-enrolled students only)*
- HS Home School Students add \$100 to first sport*

MISCELLANEOUS FEES

- High School Camp: \$180
- Middle School Outdoor School: \$180
- High School Graduation Fee (caps/gowns and other expenses): \$50

ADDITIONAL FEES

Fees for class activities, yearbooks, field trips, PSAT testing, etc., will be collected separately.

RETURNED CHECKS

There is a \$30 service fee if any check written to the school is returned unpaid for any reason, including insufficient funds or a stop payment order.

LATE FEES

A \$30 late fee will be charged for all accounts that have not been paid after 10 days from the due date.

INFORMATION ON PAYMENT PLANS AND FINANCIAL POLICIES

PAYMENT PLAN OPTIONS

A payment plan must be set up at the time of initial enrollment. A FACTS account is required for all monthly payment plans. For annual or semester payment plans, a FACTS account is not needed. Those wishing to pay annually or by semester must notify the Finance Office. **Regardless of the plan, the first payment is due no later than June 15.**

WRITTEN NOTICE OF INTENT TO WITHDRAW MUST BE GIVEN NO LATER THAN June 15th to avoid the financial obligation. Please notify our Principal or Finance office. Re-enrollment fee is non-refundable.

- a. **ANNUAL TUITION*** (tuition for the entire school year paid in full) Payments received at the CSLA Finance Office on or before **June 15** qualify for a 2% discount. The full discount is not applicable for late payments.

Annual payments via credit card may be made through a FACTS account. Although there is no annual FACTS fee for single payment, FACTS does charge 2.85% for credit card payments.

- b. **SEMESTER TUITION*** (tuition for the entire school year paid in two equal installments) Payments received on or before **June 15** and **January 2**, respectively, qualify for a 1% discount. No discounts are applicable for late payments.

Semester payments via credit card may be made through a FACTS account. There is a \$10 annual FACTS fee for two-payment plans. FACTS charges 2.85% for credit card payments.

* To convert from an annual or semester plan to a monthly plan, the family must request the change at least 10 days before the invoice due date, enroll in a FACTS agreement for the requested plan, and pay any monthly payments that would have been due through that date for the selected plan.

- c. **MONTHLY PAYMENT PLAN** FACTS registration is required for all families desiring a monthly payment plan. *FACTS charges an annual fee of \$50, payable with and in addition to the first tuition payment.* Families will have a choice of due dates for the monthly payment, with the final payment for all plans due on or before May 20. *If a FACTS agreement has not been finalized, monthly tuition payments made directly to the C.S. Lewis Finance Office will include a monthly \$25 administrative fee.* All FACTS accounts for currently enrolled students from the same family will be set up for the same monthly payments and due date.

- All families *not* paying annually or by semester will be set up for **10** monthly payments. The first payment will be due June 15, and the following payments will be due monthly from September through the following May.
- **FACTS CONTRACT INFORMATION:** Online account access is available through the FACTS link from the Parent's RenWeb account. FACTS representatives can help with a variety of account questions 24 hours/day at 1-866-441-4637.
- **DELINQUENT PAYMENTS:** If FACTS payments are missed for any reason, including insufficient funds or stop-payment orders, FACTS charges a \$30 fee. The collection will be re-attempted by FACTS approximately 15 days from the original payment date. For example, if a payment scheduled for the 5th is denied, FACTS will charge the account \$30 and then re-attempt withdrawal on the 20th. FACTS will provide a re-attempt schedule for each missed payment.

If a monthly payment is missed and arrangements have not been made with the Finance Office to settle the account or initiate a revised payment plan, the student(s) will be *subject to suspension from school* until the account is current. A late fee of 5% of the total amount overdue may be added to the delinquent account.

All tuition and fees must be paid in full by graduation for seniors to receive their diploma.

Tuition and other program fee credits are not available for vacations, holidays, closures due to inclement weather, illnesses, or travel.

RESPONSIBLE PARTY

The parent or legal guardian(s) who sign(s) the original Financial Agreement upon enrolling the student for the first time is fully responsible for payment of all fees according to the published payment schedules of C.S. Lewis Academy. This responsibility may only be changed in writing and sent to the CSLA Finance office. Parties who agree to share responsibility for fees must both (all) sign a financial agreement.

TUITION ASSISTANCE

C.S. Lewis Academy offers need-based Tuition Assistance. Application for Financial Aid is required yearly and completed through our independent 3rd party partner, FACTS Financial Aid. There is an annual FACTS Grant & Aid Assessment fee of \$35 (per application). Tuition Assistance is made possible by operational funds supplemented each year by generous donors. All families are asked to thoroughly pursue other means of meeting their tuition needs before asking the school for assistance. However, we are proud to offer this program when the real need exists. There is no guarantee that assistance will be approved or continue at the same level each year. Questions should be directed to the Finance Office.

New or prospective families interested in financial assistance must first apply for admission to CSLA before a financial aid application will be reviewed. ***Returning families must be current on tuition payments before a financial aid application will be reviewed.***

For full consideration and the best likelihood of tuition assistance, applications for this program must be submitted to FACTS Grant & Aid Assessment, with all required documentation, by April 1st for returning students. Should any tuition payment be due prior to the awarding of tuition assistance, subsequent payments will be adjusted accordingly. Assistance awards are limited to a maximum of 50% of the net tuition due and apply to tuition only.

Please note that part-time programs are not eligible for financial assistance.

PARENT SERVICE HOURS

Parent Service hours are vital to the health and efficiency of C.S. Lewis Academy. Service is designed to involve parents more consistently in the life of the school. At the same time, it extends tuition dollars by having volunteers perform some tasks that might otherwise have to be paid for through professional services.

The main advantage of this program is that it encourages all parents to participate in service to the Lord's work at CSLA. It allows every parent to take ownership in the ministry of C.S. Lewis Academy, see the school in a practical and personal way and stand shoulder-to-shoulder with other parents, faculty, and staff in service activities. Many projects are available to ensure all willing parents have many options for service. While no hourly goals or monetary equivalents are currently required at CSLA, we estimate that a minimum of 20-25 hours per year, per parent, is a manageable and helpful target.