

**FINANCIAL POLICIES  
KENT ISLAND CHRISTIAN SCHOOL**

**DEPOSIT and REGISTRATION FEE**

A deposit of \$375 is required by June 1<sup>st</sup> for each applicant, which includes a non-refundable\* registration fee of \$75. If your child is accepted into KICS, \$300 of the deposit will be credited to the cost of tuition. \*If KICS does not accept your child, the full \$375 will be refunded. If you choose not to proceed with enrollment after making the deposit, a refund of \$300 will only be granted if we are notified on or before August 2<sup>nd</sup>.

**LATE ENROLLMENT FEE**

Due to the cost of the shipping & handling charge for your child's text books when registering your child after the enrollment deadline, a **\$50 late fee** will be added if registration takes place after August 2<sup>nd</sup>.

**TEXTBOOK FEE**

The textbook fee is \$250 per student. In order for books to be ordered, the textbook fee is due by August 1<sup>st</sup>.

**TUITION**

Tuition for the 2011-2012 school year is \$4500 per child for all grades. For families registering more than one child, a 10% discount will be applied for the second child, 15% for the third child, and 20% for the fourth child or more. A separate document, entitled Tuition Collection Policy, is included in the enrollment packet and handbook regarding collection of late tuition payments.

**PAYMENT PLAN OPTIONS FOR TUITION & FEES**

Option #1 –Full Payment of all Tuition and Fees on or before August 2<sup>nd</sup>.

Option #2 - Payment of Deposit and Registration Fee, then ten payments due on or before the 1<sup>st</sup> of each month, August through May .The minimum acceptable payment amount for each child is as shown on the Schedule of Payments in the handbook.

The KICS School Board reserves the right to adapt an individual's payment plan, as it deems necessary. Parents should communicate any unforeseen needs to the administrator at the earliest possible time, who will then convey their needs to the school board.

The Schedule of Payments chart in the handbook includes a column for tracking payments to the school. Parents are encouraged to record the date and check number for each tuition payment.

**LATE PAYMENTS and RETURNED CHECKS**

Tuition payments are due by the 1<sup>st</sup> of each month. A \$25 late fee will be added to any payment not received by the 10<sup>th</sup> of the month, for each child in a family for whom tuition is overdue. If your check is returned unpaid by the bank, a \$25 service charge will be added. Repayment of the unpaid check must be in the form of cash or certified funds. In the event the school receives multiple unpaid checks, the KICS School Board reserves the right to require future payments to be made with certified funds.

**WITHDRAWALS**

Should it become necessary to withdraw a student from KICS during the school year please notify the administrator in writing, who will inform the school board.

**GENERAL POLICY**

Academic records, inclusive of grades, test scores, and transcripts, will not be released until all financial obligations are paid in full. Records will be released immediately upon payment by certified funds. If paid by personal check, records will not be released until the bank has acknowledged receipt of funds.

**TUITION CREDIT for REFERRALS**

A one time per school year tuition credit of \$250 will be given to school families who refer a new family to our school. In order to receive the \$250 tuition credit, the new family must enroll their child (ren) for a minimum of one school year.

Revised 8/2011