



St. John's Lutheran School

Payment & Participation Policy

2019-2020

Equipped · Engaged · Encouraged

POLICY PHILOSOPHY: St. John's Lutheran School seeks to assist parents in the spiritual, intellectual, social, and physical training of their children. In this light, we feel that we have an obligation to our parents to be of service to them in the way we approach the topic of tuition and believe it is good stewardship to help parents be responsible in the area of tuition payments. The following policy is designed to do just that. The goal is to encourage parents to meet their financial obligations to the school in a timely manner.

GOALS

1. To impress on parents the need to be on time with tuition payments as designated in their Tuition Contract.
2. To foster an understanding that unpaid tuition and late tuition puts a serious financial strain on the school and church.
3. To have no outstanding tuition payments at the end of the school year.

POLICY STATEMENT

All parents will sign a Tuition Contract at Registration. This Contract will be binding unless it is modified as a result of receiving tuition assistance. At the time of modification the new Contract will be binding.

The general agreement will have these terms:

1. All tuition payments will be due as selected on the Tuition Contract.
2. Failure to pay may result in that family's child or children being excluded from classes until all payments are current.

It is not the intention of this policy to place an impossible burden on families facing real financial difficulties or who have suffered a financial disaster. The above standard contract terms may be modified in such situations through prompt communication with the Principal.

REFUND POLICY

Withdrawal before registration (end of June) for the following school year

When enrollment circumstances change, the parent/guardian must submit a written notice of intent to withdraw from St. John's Lutheran School by June 15th. Meeting this deadline will release the family of all tuition obligations for the upcoming school year. The non-refundable re-enrollment (current families)/ enrollment fee (new families) will be forfeited.

Withdrawal between registration (end of June) and the first day of school

The parent/guardian must notify St. John's Lutheran School in writing that their child will not be returning to school. The non-refundable re-enrollment fee(current families)/ enrollment fee (new families), instructional fees & additional fees will be forfeited.

Withdrawal after the first day of school

The parent/guardian must inform the school in writing by the first of the month if the child will be leaving St. John's Lutheran School during the upcoming month. The tuition obligation will be prorated accordingly, with tuition due for the entire last month, whether or not the child attends for the full month.

Account balances must be paid in full and all school property returned by the final attendance day. Refunds owed due to prepayment will be mailed to the family after the final attendance day.

(OVER)

NEW! NEW! NEW! NEW! NEW! NEW! NEW!

PARTICIPATION POLICY: Parents, Teachers & Students are all important parts of our school family, and we wouldn't be successful if we didn't work together. To that end, beginning with the 2019-2020 school year, all families will be required to complete five (5) hours of volunteer service. Any family receiving financial assistance from St. John's Lutheran School will be required to complete ten (10) hours of volunteer service. Those families not completing their hours by May 15th, 2020 will be charged a fee of \$250.00.

Forms and examples of volunteer opportunities will be available at Registration.