

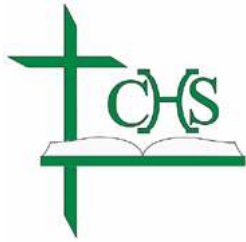
Christian Heritage School

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Finance Policy Manual

Christian Heritage School Association, School Board endeavors daily to keep their policy manuals up to date; therefore, CHS Policies are ever-changing. Updates and corrections are continually reviewed, edited and implemented. This document is for reference purposes only. For the most current status on a given policy, please call the CHS Administrator at (801)393-4475.

Mission: Christian Heritage School exists to provide a distinctly biblical, Christian education in partnership with families and local churches. Our goal is to equip and nurture students to fulfill their spiritual, academic, social, artistic and physical gifts to positively impact the world for Jesus Christ.



Page Changes

Date	Policy Number	Pages Effective
November 2006	2.001-1	Deleted
November 2006	2.002-1	Deleted
November 2006	2.024-3	Deleted
November 2006	2.026-2	Deleted
November 2006	2.034-1	Deleted
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November 2006	2.037-1	Deleted
November 2006	2.038-1	Deleted
November 2006	2.039-1	Deleted
July 2007	2.027-4	Modified
July 2007	2.027.5	Modified

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Volume Two

Christian Heritage School Association

Finance Policies

2.000-1 Series

Revised/Approved February 2004

Preamble: The fee structure and policies are intended to help Christian Heritage School continue to work toward self sufficiency of tuition and fees to cover operating costs of the school.

GENERAL POLICIES: Apply to Early Childhood Center and Kindergarten¹-12th Grades.

2.002-2

Handling of Funds

No CHS employee can hold funds or checks overnight. Funds are to be locked up or deposited nightly.

2.002-3

Check Cashing

Christian Heritage School will not cash checks for any individual.

2.003-1

Collections (Nov 04)

Christian Heritage School endeavors to work with each family on a case-by-case basis should payment be delayed from due dates. Each family is required to notify CHS of late payment and make alternate arrangements.

2.004-1(Nov 04)

Extended Care Collection Policy

- Current Send out monthly statements to notify of any current or outstanding balances.
- 30 days Send letter stating 1% finance charges and \$25.00 late fee that will be applied to account. Suspension of Extended Care Privileges. Request to set up payment arrangements.
- 60 days Second letter requesting for payment. Notification of being turned over to a collection agency involvement if no payment arrangement has been made or in violation of payment arrangement contract.
- 90 days Accounts with no signed payment contract or in violation of the payment contract will be turned over to collections. Child will not be allowed to attend school.

2.005-1(Nov 04)

Annual and Monthly Tuition Collections Policy

If tuition contract has not been fulfilled:

- Current Monthly statements to notify of any current or outstanding balances.
- 30 days Letter requesting to sign up for monthly payments through FACTS. Advise payee of 1% finance charges and \$25.00 late fee being applied to account.
- 60 days Second letter requesting for payment. Notification of being turned over to a collection agency involvement if no payment arrangement has been made or in violation of payment arrangement contract.
- 90 days Accounts with no signed payment contract or is in violation of the payment contract will be turned over to collections. Child will not be allowed to attend school.

2.006-1(Nov 04)

FACTS Tuition Contracts

FACTS Management attempts 3 times for payment (about 45 days). At that point account is put on hold and referred back to Christian Heritage School for collection.

- 45 days Letter requesting to make payment arrangements within 15 days.
- 60 days Second letter of request for payment. Notification of account being turned over to collections if payment arrangements are not being made.
- 90 days Accounts with no signed payment contract or is in violation of the payment contract will be turned over to collections. Child will not be allowed to attend school.

2.007-1

Costs of Collection

If an account remains delinquent, the tuition contract signer agrees to pay all costs incurred in the collection of this tuition contract including attorney fees, court costs, and additional expenses.

2.008-1

Release of Student Information

Student records will not be released until the student's account is paid in full.

2.009-1

CHS Service Hours (Nov 06)

Service hour obligation will be 30 hours for families with students in grades 1 -12, 15 hours for families with students Kindergarten and below. For service hours not completed there will be a charge of \$15.00 dollars per hour. Service hours must be completed within the contracted school year beginning July 1st and ending the following June 30th.

2.010-1

FEES

Fees apply to grades 1st through 12th Grade

2.011-1

Fee Payments

Fee Payments can be paid with cash or a form of check. Registration, reenrollment, and curriculum fees can also be paid by credit card (MasterCard, Discover, Visa, or American Express). A 3% processing fee will be applied with credit card payments.

2.012-1

Registration Fee (Nov 06)

A **\$275** per child registration fee will be charged at the time of first admittance to Christian Heritage School. This fee is nonrefundable. The maximum registration fee per family will be \$500 per school year, payable upon submission of application. Family maximum is \$500 for combined registration and reenrollment situations. Charter families are waived.

2.013-1

Reenrollment Fee (Nov 06)

A **\$225** per child reenrollment fee will be charged to returning students who are currently enrolled and attending Christian Heritage School. The maximum reenrollment fee per family will be **\$450** per school year. This fee is nonrefundable even if the student withdraws prior to commencement of the new school year. Unpaid reenrollment fee will result in student being disenrolled and subject to a Registration Fee upon request for reenrollment. Families with accounts 60 days or greater past due will not be allowed to reenroll until their accounts are brought current.

2.014-1

Charter Family Waiver (Nov 06)

Charter Family waiver applies only to those families with children continuously enrolled and attending Christian Heritage School since its first year of existence during 1995-96 (Pre-K through 12th). A Charter Family will receive a waiver of the reenrollment fee and for the registration fee for new students from the same Charter Family household, provided the reenrollment commitment is submitted by 1 March. This waiver recognizes those families who believed in the school and had a part in its creation. The official list of Charter Families is in the school office. The School Board reserves the right to make the final determination of who qualifies for this waiver. Upon a break in continuous enrollment, the Charter Family Waiver becomes void and students from such families would be considered new enrollee's subject to the registration fee.

2.015-1

Withdrawal Fee (Nov 06)

A withdrawal prior to two weeks before the beginning of the first day of the school year will receive a refund of any paid tuition upon notification of the Administrator

2.016-1

Book and Materials Fee (Nov 06)

A **\$310** fee/child will be charged annually for consumable and non-consumable supplies, books, curriculum, and other education materials.

2.017-1

Sports Fee

Fee schedule established for each individual sport, payable prior to the start of each season. Sport fees are in addition to all other fees charted at Christian Heritage School.

2.018-1

Activity Fee:

Fee schedule established for each individual activity, payable prior to the start of each activity. Activity fees are in addition to all other fees charged at Christian Heritage School and are non-refundable.

2.019-1

Lab Fee

Fee schedule established for each individual class, payable prior to the start of each class. Lab fees are in addition to all other fees charged at Christian Heritage School.

2.020-1

Returned Check Fee (Nov 06)

A **\$25.00** processing fee will be applied to any returned check. This is in addition to any other bank or F.A.C.T.S. charges that may apply.

2.021-1

Tuition

Tuition covers the operating costs of providing education to the students at Christian Heritage School. Tuition payments are pooled to pay staff and teacher salaries, utilities, and other operating costs of the school. In general, they do not apply toward debt reduction, capital improvements, or additions, though the School Board reserves the right to use all funds where needed to meet the needs of Christian Heritage School.

2.022-1

Tuition Rates (Nov 06)

Grades: 1st-12th 2006-2007

Elementary (1 st -6 th):	\$3980
Junior High (7 th -8 th):	\$4640
High School (9 th -12 th):	\$4970

2.023-1

Tuition Payments (Nov 06)

Three options exist for paying tuition: Annual or Monthly through F.A.C.T.S. Tuition Management. Credit Card payments can be accepted for semester and annual tuition payments. A 3% processing fee will be applied to credit card payments. (MasterCard, Visa, Discover, or American Express.)

2.024-1

Tuition Terms

2.024-2

Annual Tuition

Paid in full, less any applicable discounts, by June 1st. Subject to a **\$25** late fee unless paid by payment due date.

2.024-4

Monthly F.A.C.T.S. Tuition Management (Nov 06)

Paid in up to 11 equal monthly installments beginning no later than September 1st. and ending May 20th. The F.A.C.T.S. program requires an additional annual \$38.00 set up fee. F.A.C.T.S. payments are withdrawn on the 5th and/or the 20th of each month. F.A.C.T.S. will credit our account within 10 days. Payments not clearing an account will be assessed a \$35.00 fee by F.A.C.T.S. for each missed payment.

Note: Tuition payment does not fluctuate with holiday season, student absenteeism, or emergency school closures.

2.025-1

REFUNDS

2.026-1

Tuition Refunds (Nov 06)

When a student withdraws, tuition will be prorated on a monthly basis (Sept-May). One day of attendance in any month obligates the student for tuition for that month. The tuition amount is calculated based on the actual tuition contract amount (less any discounts that were applied). A

withdrawal prior to two weeks before the beginning of the first day of the school year will receive a refund of any paid tuition upon notification of the Administrator. Withdrawal less than 2 weeks from the first day of class will result in a withdrawal fee equal to one half of one month of tuition, unless approved by the Administrator because of extenuating circumstances.

2.026-3

Withdrawal Fee

Non-refundable.

2.026-4

Registration Fee

Non-refundable.

2.026-5

Reenrollment Fee

Non-refundable.

2.026-6

Book and Materials Fee

1st-6th Grades – Nonrefundable after first day of class. These books may be kept by the student. A full refund will be given if the student withdraws prior to the beginning of the school year.

7th-12th Grades – 50% refundable during the 1st semester. No refund after the first semester. These books are the property of Christian Heritage School and must be returned prior to release of student's account and records. A full refund will be given if the student withdraws prior to the beginning of the school year.

2.026-7

Sports Fees

Nonrefundable, unless the student withdraws from the sport prior to the season for that sport.

2.026-8

Credit Balances

Unclaimed credit balances will be applied to debt reduction of Christian Heritage School 30 days after the end of the current school year and a good faith return effort.

2.026-9

Expulsion

Students subject to expulsion from Christian Heritage School will be charged the current monthly fee for tuition. No withdrawal fee will be charged.

2.026-10

SCRIP Credit

SCRIP credit is nontransferable outside of the immediate family where it is earned. Excess Scrip credit is non-refundable.

2.027-1

Discounts

2.027-2

Multiple Child/Same Family Discounts

1st student = full rate oldest student; 2nd child & additional students = 10% discount. All discounts applied oldest to youngest. Must be of the same family as approved by the Administrator.

2.027-3

Annual Tuition Discounts

Annual Tuition – if paid by June 1st = **\$100** discount.

2.027-4

Pastoral Discount (JUL 07)

Pastoral discounts are given as needed not to exceed 1% of the operating budget. Multiple child tuition discounts do not apply. All other fees apply. Payment may be annual or through F.A.C.T.S.

2.027-5

Teacher/Staff Discounts (JUL 07)

As of July 1st, 2005, all discounts are frozen. Discounts offered in previous year's contracts will be honored until the employee changes status. Employee discounts are included in their yearly contracts under fringe benefits.

Status change is defined as changing from full to part time, or vice versa. For what ever reason, an employee who no longer works for CHS for one month (1) loses their previous contract discount. After one month, if the employee is rehired, he/she is considered a new employee and is given whatever discount is offered at their new employment date.

Employees after November 2006

Full time employees only

- 1st year – no discount
- 2nd year – 5% discount
- 3rd year – 10% discount
- 4th year – 15% discount
- 5th year – 20% discount
- 6th year + - 25% discount

Temporary, seasonal, and student employees will not be eligible for benefits. (Summer Day Camp employees are considered seasonal with the exception of year round employees that do not change status i.e. from part time to full time.)

2.028-1

Early Childhood (Pre 3-K)

2.028-2

Registration/Reenrollment Fees (Nov 06)

A **\$125** per child registration fee (**\$250** for Kindergarten) and **\$100** per child reenrollment fee (**\$125** for Kindergarten) will be charged at the time of first admittance to Christian Heritage School. This fee is nonrefundable. The maximum registration fee or combined registration and enrollment per family for Pre 3 and Pre 4 will be **\$300** per school year. Maximum preschool reenrollment per family will be **\$200**, payable upon enrollment. Charter family waiver of **\$100**/child for registration or reenrollment fee applies (**\$125** for Kindergarten) (see 1-12th fees).

Tuition:

3 yr olds = \$1350
4 yr olds = \$1670
5 yr olds = \$1990

Annual Pay:

\$1250 if paid by 6/1
\$1570 if paid by 6/1
\$1890 if paid by 6/1

2.028-3

Payment Schedule Terms (Nov 06)

Annual Tuition: See schedule above. Paid in full, less any applicable discounts, by June 1st. Subject to a \$25 late fee unless paid by payment due date.

Monthly F.A.C.T.S. Tuition Management: Paid in up to 11 equal monthly installments beginning no later than September 1st. The F.A.C.T.S. program requires an additional annual **\$38.00** set up fee. F.A.C.T.S. payments are withdrawn on the 5th and/or the 20th of each month. F.A.C.T.S. will credit our account within 10 days. Payments not clearing an account will be assessed a **\$25.00** fee by F.A.C.T.S. for each missed payment.

Note: Tuition payment does not fluctuate with holiday seasons, student absenteeism, or emergency school closures.

2.029-1

Materials Fee (Nov 06)

Material fees are included in tuition fees.

2.030-1

Discounts

Multiple Child/Same Family: Is not available; Does not apply.

Annual Payments: As shown with tuition table.

Pastor: 50% of published rate.

Teacher/Staff: See rate schedule for 1-12th.

2.031-1

Withdrawal Fee (Nov 06)

A withdrawal prior to two weeks before the beginning of the first day of the school year will receive a refund of any paid tuition upon notification of the Administrator. If a student withdraws prior to the end of the school year, a withdrawal fee approximately equal to 50% of the published prorated monthly tuition rate for that student's grade will be charged

2.032-1

Hourly Extended Care Rates

\$4.00/hour. Payment plans available.

2.033-1

Summer Program Registration Fee

\$50 per child; includes a T-shirt. To be paid by May 15th. \$25 per day for drop-in care.