



City Tree Christian School Tuition and Billing Policy

General Terms

- Tuition for enrollment and attendance at City Tree Christian School (CTCS) and, if desired, extended childcare, is charged as an annual fee. Full tuition and any extended care may both be paid in advance for parent convenience. Payment of tuition and any extended care may also be divided in equal payments:
 - Infant & Preschool students: 12 equal payments, payable August through July
 - K-8th Grade students: 10 equal payments, payable August through May
- The opportunity to make installment payments of tuition is granted by CTCS solely for the convenience of the parent/guardian; and, even when the choice is made to pay tuition in installments, the parent/guardian is obligated to pay the full annual tuition sum.
- Accounts must be kept current to maintain priority registration status for the following school year.
- All fee amounts (tuition, after school, NSF, late fees, etc.) are subject to change annually.

FACTS Tuition Management is an online tuition and billing management tool that integrates with our student information system.

- City Tree Families will set up their preferred payment method in FACTS upon enrollment at City Tree.
- Payment history and tax information available for payer to review or print for tax purposes.

Payment Method Options

- ACH (automatic withdrawals) set up from a checking or savings account.
- Credit card or debit card. A 2.85% fee will be assessed from FACTS Tuition Management.

Tuition Payment Plan Options

- Monthly Payments: August – May (K-8)
- Monthly Payments: August – July (Infant and Preschool)
- Annual Payment: August (Infant, Preschool and K-8)

Tuition Payment Due Date

- Parents can choose a payment date of either the 1st or the 10th when setting up their tuition payment plan in FACTS Tuition Management.
- Tuition payments are made through FACTS Tuition Management. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

Incidental Billing

- Various fees for items such as lunch, some field trip costs, additional hours of care, band, choir, basketball, volleyball, etc. will be assessed to an incidental bill which will be due monthly. FACTS Tuition Management will send bill summaries and payment notifications regularly.

Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

FACTS Tuition Management Yearly Fees

- Monthly payment plan: \$50 per family
- Annual payment plan: \$20 per family

Late Payments and Penalties

- A \$30.00 late charge will be assessed for each late payment.
- If payment is not received 15 days after the due date, City Tree Christian School reserves the right to suspend the student.
- If the student is suspended for nonpayment of Tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom
- Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable).
- Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.

Occasional Extra Hours of Care

- Occasional extra hours of care (past your contracted pick-up time) may be purchased at the rate of \$8.00/hour on a **space available basis**.
- This care must be arranged in advance by calling the school office or by stopping by the school office and signing up on the extra-care clipboard, **no later than 1:00pm** on the day needed.
- Charges for occasional hours of care will be added to the student's incidental bill.

After-hours Overtime Charges

- Children are to be picked up on time. After-hours overtime charges will be assessed as follows: \$1.00 for each minute past the student's contracted dismissal time.
- In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30 pm, the San Diego Police Department may be called to pick up the student.
- Students habitually picked up late, may be excluded from the after school care program. In consideration to our staff members please do not leave your child after our 6:00PM closing time.

Adjustments and Refunds

- Financial adjustments **will not** be made for illness, scheduled holidays or family vacations.
- Tuition payments are non-refundable, even though the student may be absent from school.
- The Registration Fee is **non-refundable** and is not applied toward tuition.
- Partial refunds **may** be given for middle school trip costs not yet incurred if the student is unable to attend one or more scheduled trips. Availability of refund is based on agreements between school and student travel destinations, and subject to the discretion of administration

Withdrawal Process

- **Before March 10 (for upcoming school year):**
Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal forms are available in the school office.
- **Between March 11 and July 31 (for upcoming school year):**
Parents/Legal Guardians who wish to withdraw their student(s) for the following school year must complete the Withdrawal Form. Withdrawal forms are available in the school office. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.
- **On or after August 1st:**
CTCS requires at least 4 week written notice be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal Guardian's desired final enrollment date and 4 weeks. A \$150 early withdrawal fee will be added to the amount due. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.