

POLICY ON PAYMENT OF FEES for MARTIN LUTHER CHRISTIAN SCHOOL

Martin Luther Chapel's Christian School is a Christ-centered institution of education in the traditional teaching subjects, as well as in values for life. To provide excellence in educational experiences to all of the children enrolled at MLCS, we maintain a qualified staff of teachers and administrators. We equip our classrooms with up-to-date learning materials and equipment, including an array of computer and visual aid equipment. We conduct in-service training to keep our teachers current on the latest teaching skills and techniques. As a non-profit school, for all of this we charge only the level of fees and tuitions we need to support these services; levels below that of other private institutions.

Since we operate on such a lean budget, when tuition and fees are not paid fully and on time, it can hurt our ability to conduct our programs at the required level of excellence. It is unfair to deprive children whose tuition and fees are paid promptly the full benefits of our programs because the tuition and fees of a few children are delinquent.

We have a simple and clear policy. Payment of tuition and fees are due as outlined below. Failure to make full and on-time payments will jeopardize the continued enrollment of your child. As concerned Christians, we understand that occasionally circumstances may cause someone to not be able to live up to their payment promise. When that happens, we need to be contacted immediately so that arrangements can be made to help in getting payments caught up to date.

Preschool with Childcare and Discounted Weekly Childcare fees are due and payable in advance on a weekly basis – fee to be paid one week in advance on Monday. Tuition payments can be made in full or with monthly payments. For monthly payments, we offer a tuition service with the options of making your payments through automatic withdrawals from a checking, savings or credit card account or payment through monthly mailed or emailed invoices, or via phone or with credit card.

If a payment is missed, the following steps will be taken:

- Within thirty (30) days of a missed payment, we will send a written notice to the address we have on file for the person who has payment responsibility.
- This notice will require that payment be made immediately (within 5 days of the date of the notice) or, if payment cannot be made, *you must contact the Board of Education's designated agent who pursues collection of delinquent monies in order to discuss and have approved payment arrangements.*
- If a payment is not received or a satisfactory arrangement is not made within the 5-day limit, your child will be automatically suspended from childcare/school until the delinquency has been satisfied.
- If a payment is not received or a satisfactory arrangement is not made within three (3) weeks from the date of suspension, your child will be automatically be expelled from the Childcare program/school by the Board of Christian Education and cannot be re-enrolled until all outstanding debts are paid.
- If an agreement to pay off a delinquency is made between the responsible payer and MLCS and approved by the Board of Christian Education or its agent, failure to live up to that agreement may also result in suspension and/or expulsion.
- If a student is suspended or expelled, he/she shall not be able to sit for any examinations and all school records for that child – including report cards and progress reports – will be held until past due payments have been fully satisfied.

Board of Christian Education Financial Designate – Mr. Fred Foard – via email at ffoard@cmimedia.com or via phone at 484-798-4834