

APPLICATION FEE <i>(due with application and non-refundable):</i>	Returning students <i>(due with application and non-refundable):</i>
\$100.00	\$50.00

MATERIALS FEE <i>(non-refundable):</i>	
Kindergarten: \$175.00	1 st – 5 th Grade: \$250.00
This fee covers educational materials/supplies. For students enrolled prior to June 30 th , the supply and curriculum fee is due by July 1st . If the fee is not paid on time, the student's application will no longer be valid. For those enrolling after July 1 st , the fee is due at the time of application. The materials/supplies are the property of Providence.	

TUITION	MONTHLY FEE	ANNUAL FEE	Prepay Discount
Kindergarten	\$245.00	\$2,695.00	\$2,560.25
First – Fifth Grade	\$370.00	\$4,070.00	\$3,866.50

- **Payments.** Tuition is paid in 11 equal monthly installments beginning **August 1st** and continuing through **June 1st**.
 - Payments are due by the 1st of each month
 - Payments received after the 5th of each month will incur a \$15 late fee.
 - Non-payment of first month's tuition will void the student's application.
- **Prepay Discount.** If annual tuition is paid in full by August 1st, a 5% discount is applied.
- **Multiple Child Discount.** A 10% tuition discount applies to 2nd child enrolled at PCS; 20% to 3rd child enrolled at PCS (largest discount applies to youngest child first).
- **Minister Discount.** Children of full-time working pastors receive a 20% tuition discount. This reduction is taken after any applicable above discounts.
- **Referral Discount.** Current families who refer new families (who enroll and attend PCS for 2008/09) receive the following monthly tuition reduction for the enrollee's first year at PCS according to the grade of the enrollee: Pre-Kindergarten, \$15; Kindergarten \$20; Grades 1-5, \$30. This reduction is taken after any applicable above discount. A Student Referral Form must be submitted.
- **Additional Fees and Expenses.**
 - Inadequate participation in some fundraisers will incur additional fees not to exceed \$300. (See "Fundraising" in Handbook.)
 - Additional expenses may be required for field trips, fundraiser participation (i.e. admission, purchases, procurement), special projects, school pictures, etc.
 - **Fundraiser Opt Out Fee** (optional). Families wishing to not be held responsible for participation in fundraisers may choose to pay a \$1500 per student fee.
- **Make all checks payable to Providence Christian School or PCS.**
- **Returned Checks.** A \$20.00 NSF charge is applied to all returned checks.
- **Tuition Refund Policy**
 - **Registration Fees & Materials Fees Refunds** are never granted. All materials and supplies are the property of PCS.
 - **Monthly Tuition Refunds.** Monthly tuition payments are not refundable.
 - **Prepay Tuition Refunds.** PCS must receive 30-days advance written notice of student withdrawal for any tuition refunds to be considered, and refunds must be requested in writing, 30-days prior to student withdrawal. If 30-days advance written notice of student withdrawal has been received, but a written request for a tuition refund is received at a later date, requests will be granted based on the date of request. PCS determines annual refunds, prorated on an 11-month basis. When determining monthly tuition, the 5% discount for full payment by August 1st no longer applies. When a student withdraws partway through a month, the refund will be calculated based on the last day of the month.
- **PAST DUE ACCOUNTS:**
 - ❖ **30 DAYS PAST DUE:** Parents agree to conference with the school director(s). If no mutually agreeable and reasonable solution can be reached, the parents will be informed the student(s) will not be able to continue attending. Additionally, sufficient effort to repay all debt, as determined by the school director(s), is mandatory and failure to do so may result in the involvement of a collection agency.

I have read, understand, and agree with the above information and requirements.

Parent/Guardian Signature _____

Date _____