



Willamette Christian School

P.O. Box 22108 ☞ Eugene, OR 97402 ☞ 541-686-8655
 wcsoffice@willamettechristiancenter.com
 www.willamettechristianschool.com

Tuition Contract for New Students grades Kindergarten through 8

Required Fees

All fees are per student and non-refundable

- ◆ Enrollment fee, Kindergarten \$175.00
- ◆ Enrollment fee, 1st -8th grades \$325.00
- ◆ New Student Fee K-8th \$100.00

Annual Tuition

	<u>1st Student</u>	<u>2nd Student</u>	<u>3rd Student</u>
◆ Kindergarten half day program	\$3,200.00	\$2,880.00	\$2,720.00
◆ Kindergarten full day program	\$4,830.00	\$4,350.00	\$4,105.00
◆ 1st through 5th Grade	\$5,090.00	\$4,580.00	\$4,325.00
◆ 6th through 8th Grade	\$5,670.00	\$5,100.00	\$4,820.00

Payment Options

Tuition is based on the annual school calendar and is due in full prior to the first day of school. As help to families, the school offers payment plans for an additional fee. Please select your payment method below:

- Payment in full: Discounts are offered for payments made with cash or check only, *if paid on or before June 1, 2012 a 2% discount will be applied.*

Billing Options: a 5% billing fee will be added to the contract total:

- 10 Monthly payments: August 2012 through May 2013
 12 Monthly payments: July 2012 through June 2013

Electronic Fund Transfer Options: a 2% billing fee will be added to the contract total:

- 10 Payments, automatically withdrawn from your account: August 2012 through May 2013
 12 Payments, automatically withdrawn from your account: July 2012 through June 2013

Enrollment

List the students to be enrolled, begin with the oldest child:

Student Name _____ Grade _____ Annual Tuition _____

Student Name _____ Grade _____ Annual Tuition _____

Student Name _____ Grade _____ Annual Tuition _____

Other Services:

After Hours / No School Day Care Program:

Care is available for students in Kindergarten through age 12 on most school days until 6:00. This service is provided by Eugene Creative Care. Information and registration forms are available in the school office.

Lunch and Beverage:

Hot lunch and beverage tickets may be purchased daily or in packets of 10. Salad bar is available for students in grades 6-8. A lunch menu is published monthly. The school follows USDA guidelines for healthy eating. Meal and beverage tickets are not transferable from one school year to the next. Lunch fees are as follows:

Kindergarten—4th Grade	\$3.25 per day
5th Grade—8th Grade	\$4.00 per day
Salad Bar, 6th—8th Grade	\$3.00 per day
Beverage only	\$1.00 per day

Payments

Tuition is due in full at the beginning of the academic year. To assist families, several payment plans are offered:

Annual Payment Plan

- ♦ If the annual tuition contract is paid in full on or before June 1st, a 2% discount will be given and the billing fee will be waived. Discounts are offered for payments made with cash or check only.
- ♦ If the annual tuition contract is paid in full on or before July 31st the billing fee will be waived.

Monthly Payment Plan

- ♦ Tuition contracts may be paid on a monthly basis with either a 10 month or 12 month agreement; a billing fee of 5% will be added to the total contract. A late fee of \$25 will be assessed if the monthly payment is not received by the due date. A 10 month agreement is billed August through May. A 12 month agreement is billed July through June.
- ♦ If the monthly payment is automatically withdrawn from your bank account the billing fee will be reduced to 2%. An Automatic Tuition Payment Agreement Form must be completed to authorize this option.
- ♦ Late enrollment will result in an altered billing plan.

Visa, MasterCard, Debit transactions

Tuition, enrollment fees and other school charges over \$25, may be paid by Visa, MasterCard, or Debit card.

Billing Process and Payment Policy:

1 st of the month:	Statements are mailed.
10 th of the month:	All payments are due.
After the 10 th of the month:	A late fee of \$25 will be assessed.
20 th of the month:	A withdrawal notice will be sent. The student(s) will not be allowed to return to school after the 1 st day of the next month until the account is paid in full.

Returned Check Fee:

A fee of \$35 will be assessed for all payments returned from the bank. Cash or money order will be required after the second returned payment.

Withdrawal Information and Refund Policy:

- ♦ Once the enrollment process is complete (forms and fees submitted, evaluation and interview complete) a written notice is required 30 days in advance of intention to withdraw a child from school. If 30 days notice is not given, the responsible party will be charged for thirty days following the date of the child's withdrawal regardless of attendance on those days.
- ♦ Summer refunds: (withdrawal in June, July or August for the school year beginning the following September) Application fees, Registration fees and Curriculum fees are non-refundable. A 10% withdrawal fee will be collected from any tuition paid prior to a refund being issued.
- ♦ Once the school year begins, Application fees, Registration fees, and Curriculum fees are non-refundable. Tuition is pro-rated on a daily basis in accordance to the signed tuition contract. A withdrawal fee of 10% of the tuition due at the calculated withdrawal date will be added to the account.
- ♦ There will be no tuition deductions or allowances made for those days on which the school is closed due to holidays, vacations, teacher work days, or closure due to weather conditions. No deduction or allowances will be made for absences from school except in the case of severe illness or hospitalization, subject to School Administrator approval.

Parent Pledge

I promise to encourage obedience to the rules and policies of the school and to foster an attitude of respect for the Christian culture and life which are maintained at Willamette Christian School. I pledge to support the school administration and teaching staff in decisions made in the education of my student. I promise to promote a positive view regarding the school program to all I converse with and to address the appropriate school personnel with any concerns I may have throughout the school year.

I have carefully read the rules for enrollment and do agree to comply with all terms and regulations expressed in the Willamette Christian School Parent/Student Handbook and to be bound by the school to pay all tuition and fees required in accordance with the financial policy of the school: **Each monthly installment is due in full on the tenth (10th) day of each month and any remaining balance is subject to a late fee of \$25.00. Willamette Christian School policy states that accounts which have become thirty (30) days past due shall result in the student(s) dismissal.** I understand that I will be assessed a fee of \$35.00 for any personal checks issued by me which are returned from the bank for insufficient funds. I also understand that if any two (2) of my personal checks are returned due to insufficient funds I will be required to make all future payments with cash, cashier's check or certified funds.

I understand that once the enrollment process is complete (forms and fees submitted, evaluation and interview complete) a written notice is required 30 days in advance of intention to withdraw a child from school. If 30 days notice is not given, I will be subject to the withdrawal and refund policies listed on the fee schedule. _____ Initial

Willamette Christian School admits students of applicable age, regardless of sex, race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We welcome students of all races and nationalities who willfully submit to the Willamette Christian School Statement of Faith.

Note: Both parents/guardians must sign this agreement if both are listed as "financially responsible" on the registration form.

Parent/Guardian Signature	Social Security No. (required)	Driver's License No. (required)	Date
Parent/Guardian Signature	Social Security No. (required)	Driver's License No. (required)	Date

Tuition Payment Calculation

Total annual tuition (from front page)	\$ _____
Contract adjustments (check ONE to calculate final tuition amount):	
<input type="checkbox"/> Payment in full (cash or check) by 06/01/2012, 2% discount amount	\$ _____
<input type="checkbox"/> Payment in full by 07/31/2012, no discount or billing fee	\$ <u>0.00</u>
<input type="checkbox"/> Monthly payments, add 5% billing fee	\$ _____
<input type="checkbox"/> Electronic fund transfer, add 2% billing fee	\$ _____
Final annual tuition calculation	\$ _____
Monthly payment amount, 10 month plan	\$ _____
Monthly payment amount, 12 month plan	\$ _____

For Office Use Only:						
Application fee paid	Yes	No	N/A	check no. _____	amount _____	date _____
Registration fee paid	Yes	No	N/A	check no. _____	amount _____	date _____
Curriculum fee paid	Yes	No	N/A	check no. _____	amount _____	date _____
Employee	Yes	No	N/A	discount % _____	discount amount _____	
Minister	Yes	No	N/A	discount % _____	discount amount _____	
<input type="checkbox"/> Excel <input type="checkbox"/> RC <input type="checkbox"/> Siuslaw				Adjusted tuition amount _____		