Faith Lutheran Middle School & High School

Financial Policies

2019 – 2020

Statement of Nondiscrimination

Faith Lutheran Middle School & High School admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies and other school-administered programs.

Application/Testing

Students apply for enrollment through an online application in order to test for admission. Faith Lutheran charges a non-refundable $50 fee for testing. If a student misses a testing appointment, the test may be rescheduled for the same academic year without additional charge. Once a student is offered admission to Faith Lutheran, new student enrollment fees are due within 30 days of notice of acceptance before April 1st and within 14 days of acceptance after April 1st (see New Student Enrollment Fees below). If the enrollment fee is not paid within 30 (or 14 as applicable) days of acceptance, the student’s offer of admission will be rescinded and given to a student in the waiting pool.

New Student Enrollment Fee

Faith charges an annual non-refundable enrollment fee of $1,000 due at the time of enrollment for all new students.

Additional students from the same family enrolling at the same time pay a discounted fee of $700. Please note that enrollment fees are NOT refundable. If a student moves out of state prior to attending, the fee will be refunded minus a $50 administrative charge per student only when accompanied by an official registration confirmation from an out-of-state school before August 1st. Please note this paragraph describes the only condition under which the enrollment fee will be refunded.
**Student Re-enrollment Fee**

Faith charges an annual **non-refundable** re-enrollment fee of $1,000 for all continuing students due as follows:
- $500 due at re-enrollment
- $500 due by May 20th

A $100 discount and reserved place in the next year student body is provided for all eligible returning students who complete re-enrollment paperwork and the $500 payment by January 31st. If the full re-enrollment fee is not paid by May 20th, the student’s re-enrollment may be vacated and given to students in the waiting pool.

Additional students from the same family re-enrolling at the same time pay a discounted fee of $700. Please note that re-enrollment fees are NOT refundable. If a student moves out of state prior to attending, the fee will be refunded minus a $50 administrative charge per student **only when accompanied by an official request for school records from an out-of-state school before August 1st.**

**Activity Fee**

The annual Activity Fee is $500 for 2019-2020 and is included in the $1,000 enrollment fee for both new and returning students. The annual Activity Fee provides students with the following: a yearbook ($70), student insurance ($10), student council activities ($10), library books/equipment ($20), Homework Help ($40), copying/printing costs ($50), extracurricular activities ($150), chapel/worship program ($10), laptop/iPad damage insurance ($65), and a drug-testing program ($20). A portion is also set aside by the school for capital improvements ($55).

All students are issued a school laptop computer or iPad. An annual damage insurance fee for these devices is included in the activity fee. In the event of a claim, a $100 deductible per incident is assessed. **Insurance does not cover lost/stolen devices.** Please refer to the electronic devices agreement regarding required covers, use and care of laptops/iPads.

Student classroom & library materials, laptops & iPads, and other school provided equipment are considered rental property. If items are not returned in good condition at the conclusion of the school year, a damage assessment will be levied. Since these items are the property of the school, they must be returned to the school at the time a student withdraws. Student records will be withheld if school property is not returned in good condition.

**Tuition**

Tuition for the 2019-2020 school year is $12,700. Students in the Mark 10:14 program pay 1.5 times standard tuition. Tuition may be paid in 1, 2, or 10 installments, commencing July 1st.

Tuition & fees are paid through Smart Tuition. Families will set up their Smart Tuition account at enrollment. All families must maintain their Smart Tuition account with a valid form of payment while their student is enrolled at the school. Account statements of activity, choice of payment methods, and flexible due dates are available through the Smart Tuition site. A convenience fee is applicable for credit card payments. Late payments are assessed a monthly fee of $50. **A fee of $30 is assessed for any payment returned for any reason.** Any legal and/or collection fees incurred in the collection of late tuition and fees will be charged to the student tuition account.

It is the practice of the school to work with families to overcome temporary financial circumstances that delay the timely payment of tuition. However, it is the responsibility of the parent to contact the school Financial Office and make a mutually agreeable arrangement before the tuition obligation is due.

Per school policy, a student may not attend class or participate in activities once tuition becomes two or more months in arrears. Students may not attend school trips if their tuition account is not current by the 20th of the month before the departure date. All student tuition accounts must be current by November 20th and April 20th in order for students to be eligible to take semester final exams. No student may be enrolled if a tuition obligation from the previous year remains unpaid.
Students who start the school year after August 31st will have their tuition pro-rated based upon the number of days enrolled at school. Students who withdraw after their first day of attendance will receive a tuition refund based on the number of days enrolled, minus a $50 administrative fee.

**Resource Service Fees**

Students using resource services pay an additional fee of $150 or $300 per semester depending on the level of services required.

**International Student Fee**

International students admitted to Faith Lutheran will be assessed an International Student Fee each academic year.

**Student Textbooks**

Student textbooks must be purchased directly by each family according to the student’s individual schedule. Both hard books and online books are available through EdTech Software/ESCO Books after August 1st each school year.

**Financial Assistance**

Applications for financial aid must be submitted **annually** online after January 1st for the following school year. This link can be found on the school website under the Admissions tab (under Tuition & Financial Aid) or at the following link [https://online.factsmgt.com/signin/46Y81](https://online.factsmgt.com/signin/46Y81). **The application deadline is April 1st.** Applications completed (with supporting documentation) after April 1st are subject to funds available. If you do not qualify, you will be promptly notified. Applicants who qualify for assistance are notified in writing of the amount of financial assistance granted by May 15th. Volunteer hours are required for those who qualify for assistance. Financial aid is distributed according to the chosen payment plan. It is not granted in a lump sum. Financial aid is a separate application process and the failure to be awarded financial aid is not grounds for reimbursement of any fees. **International students and students in the Mark 10:14 Program are not eligible for financial assistance.**