



Westminster Catawba Christian School

Financial Commitment

Westminster Catawba Christian School values stewardship as the responsible management of all resources entrusted to us by God. At the time of initial enrollment at WCCS, families are asked to submit their financial commitment and acknowledgement of WCCS' financial policies. Once completed, this form remains in affect for the duration of a family's enrollment at WCCS. Any changes should be communicated to the Business Office.

Parent's Name _____

Child(ren)'s Name(s)

Person(s) Responsible for Tuition Payments (if other than above)

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell _____

Signature of Responsible Party _____
Signature Date

PLEASE NOTE: No financial information will be released to any party other than the above listed responsible party unless listed below. In addition to the above named responsible party for financial obligation, please list other persons to which financial information may be released:

Name Relationship Name Relationship

Name Relationship Name Relationship

Signature required on back of form.

This form must be returned with family and student registration.

Westminster Catawba Christian School

Financial Policies

1. WCCS uses FACTS Management for monthly or semi-annual tuition and fees payments; these payments are made through automatic bank drafts. Families may choose to pay tuition and fees in full by check or cash to WCCS no later than June 15.
2. The only direct tuition payments that will be accepted by the Business Office are full tuition payments due on or before June 15 and pre-payments to accounts. Pre-payments will be applied to the family's account and monthly payments through FACTS will be adjusted accordingly.
3. Tuition payments through FACTS are made automatically from either checking or savings accounts through a family's financial institution. By choosing to pay tuition on a monthly basis, you must authorize FACTS to process your tuition payment automatically through bank payments on either the 5th or 20th of the month.
4. Changes to your FACTS Management account must be submitted to the Business Office at least five days prior to your draft date.
5. If funds are not available in the authorized account on the day of the month that you have selected for FACTS to collect tuition, you will receive a letter from FACTS with instructions on how the missed payment is to be made up. Families will be charged a missed payment fee by FACTS through bank draft.
6. Extended School Care fees are billed separately and not payable through FACTS.
7. If any account becomes more than 45 days past due, the student will be subject to removal from class until the account is made current or arrangements for payments have been made with the Business Office. Records and report cards will be held by WCCS for past due accounts until the past due balance is paid in full or acceptable arrangements are made with the Business Office.
8. Tuition is calculated on a monthly basis and is not pro-rated. A full month of tuition is charged for any days of enrollment during that month. If a student withdraws during the school year, tuition is charged through the month of withdrawal and payment is due in compliance with the WCCS refund policy.
9. If there is any indebtedness to WCCS, a diploma will not be awarded, report cards will be withheld, reenrollment denied and transcripts will not be released. Indebtedness to the school includes any past due tuition, dues or fees, library fines, class dues, damage charges, unserved detentions or unreturned athletic equipment.
10. WCCS refund policy for early withdrawal is as follows:
 - a. All fees are **non-refundable**.
 - b. If a student is withdrawn:
 - any tuition that has been earned by WCCS through the month of withdrawal is **non-refundable** and
 - 15% of unearned tuition for the school year is **non-refundable**.(Tuition is earned by WCCS in 10 equal installments, August–May.)

I hereby register my student(s) to attend Westminster Catawba Christian School. In making this registration, I agree to comply with the financial policies of WCCS as detailed above.

Signature _____ Date _____