



# Westminster Catawba Christian School

## Tuition and Fees Payment Worksheet 2012-2013

**NOTE: ONE WORKSHEET REQUIRED PER FAMILY**

In a continuing effort to improve disclosure of tuition and fees and to provide more flexible payment options, the Tuition and Fees Payment Worksheet has been developed to aid you in calculating your total tuition and fees obligation for the 2012-2013 school year. WCCS continues to offer three payment options: Monthly in 12 installments (June – May), Semi-annually in two installments (June and January), and Annually in one installment (June). The worksheet divides tuition and fees into two categories: Required Tuition and Fees and Participation Fees. Required Tuition and Fees are those financial obligations that are required to be paid and processed based on your payment election. Participation Fees are those financial obligations that are based on participation in a program or election to purchase or contribute. You can choose to estimate and calculate your total exposure for participation fees and add that total to your required amount. This grand total can then be spread over the duration of your payment method. Instructions for completion are included in this worksheet.

Family Name \_\_\_\_\_

### Required Tuition and Fees

#### Tuition

1a Student 1 \_\_\_\_\_  
1b Student 2 \_\_\_\_\_  
1c Student 3 \_\_\_\_\_  
1d Student 4 \_\_\_\_\_  
2 Total Tuition (Add lines 1a-1d) \_\_\_\_\_

3 Facility Assessment Fee 225.00

#### Activity Fee

4a Student 1 \_\_\_\_\_  
4b Student 2 \_\_\_\_\_  
4c Student 3 \_\_\_\_\_  
4d Student 4 \_\_\_\_\_  
5 Total Activity Fee (Add lines 4a-4d) \_\_\_\_\_

6 Total Required Tuition and Fees (Line 2+3+5) \_\_\_\_\_

## Participation Fees

Athletic & Equipment Fee (\$75 per sport, \$150 for football)

	<u># of sports</u>		<u>fee</u>	=	
7a Student 1	_____	x	_____	=	_____
7b Student 2	_____	x	_____	=	_____
7c Student 3	_____	x	_____	=	_____
8 Total Athletic Fee (Add lines 7a-7c)					_____

Athletic Passes

	<u># of passes</u>		<u>fee</u>	=	
9a Adult Passes	_____	x	75	=	_____
9b Student Passes	_____	x	30	=	_____
10 Total Athletic Passes (Add lines 9a-9b)					_____

Food Service Meal Plans

	<u>Meal plan</u>	<u>Meal plan Price</u>
11a Student 1	_____	_____
11b Student 2	_____	_____
11c Student 3	_____	_____
11d Student 4	_____	_____
12 Total Meal Plan Options (Add lines 11a-11d)		_____

STAR Program

	<u>Program</u>	<u>Program Fee</u>
13a Student 1	_____	_____
13b Student 2	_____	_____
14 Total STAR Program (Add lines 13a-13b)		_____

PE Uniforms

	<u># of uniforms</u>		<u>unit cost</u>	=	
15a Uniforms	_____	x	20	=	_____
16 Total PE Uniforms (From line 15a)					_____

Yearbook

	<u># of books</u>		<u>base cost</u>	=	
17a Yearbook	_____	x	65	=	_____
18 Total Yearbook (From line 17a)					_____

19 Annual Fund Tax-deductible Contribution

20 Total Participation Fees (Line 8+10+12+14+16+18+19)

21 Total Required Tuition and Fees (From line 6)

22 Total Participation Fees (From line 20)

23 Grand Total - Tuition and Fees (Line 21+22)

**Payment Options** Please elect one of the following three payment options.

**Annual** (Full tuition payment due by June 15, 2012)

Grand Total - Tuition and Fees (Line 23)

**Semi-Annual** (Two semester payments through FACTS due in June and January)

Grand Total - Tuition and Fees (Line 23) \_\_\_\_\_

divided by 2

Semi-annual Payment (2 installments June & January)

**Monthly** (Twelve monthly payments through FACTS starting in June 2012)

Grand Total - Tuition and Fees (Line 23) \_\_\_\_\_

divided by 12

Monthly Payment (12 installments June - May)

**Financial Commitment**

I hereby register my student(s) to attend Westminster Catawba Christian School based on payment options elected above. In making this registration I also agree to comply with the published financial policies of WCCS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Person(s) Responsible for Tuition Payments (if other than parent)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**Disclosure of Financial Information**

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

## Instructions

### Required Tuition and Fees

<b>Tuition</b>	Enter (on lines 1a-1d) the annual tuition amount for each of your students (see 2012-2013 Tuition Schedule). Add lines 1a-1d and enter the total tuition amount on line 2.
<b>Facility Assessment Fee</b>	This annual per family fee is entered on line 3.
<b>Activity Fees</b>	Enter (on lines 4a-4d) the amount for each of your students based on grade level (see 2012-2013 Fees Schedule). Add lines 4a-4d and enter the total activity fee amount on line 5.
<b>Total Required Tuition and Fees</b>	Add lines 2, 3, and 5 and enter the total on line 6. Also enter this total amount on line 21.

### Participation Fees

<b>Athletic Fee</b>	Estimate the number of different sports per student and enter that amount on lines 7a-7c. Multiply the total sports per student by \$75 (\$150 for football participants) and enter those amounts. Add line 7a-7c and enter the total athletic fee amount on line 8.
<b>Athletic Passes</b>	Enter (on line 9a) the number of adult passes. Enter (on line 9b) the number of student passes. Multiply the number of each type of pass by the unit cost. Add lines 9a-9b and enter the total athletic pass amount on line 10.
<b>Food Service Meal Plans</b>	Select a meal plan option for each student from those listed in the Food Service brochure. Enter (on lines 11a-11d) the selected meal plan and price for each plan selected. Add lines 11a-11d and enter the total meal plan fee amount on line 12.
<b>STAR Program</b>	Enter the amount per student for each STAR Program in which the student is registered (see Student Talent and Academic Recovery (STAR) Program disclosure). Enter the amount per program on lines 13a-13b. Add lines 13a-13b and enter the total STAR Program fee amount on line 14.
<b>PE Uniforms</b>	Enter (on line 15a) the number of uniforms you wish to pre-order for the school year. Multiply the total uniforms by the unit cost. Enter the total PE Uniform fee amount on line 16.
<b>Yearbook</b>	Enter (on line 17a) the number of yearbooks. Multiply the total books by the unit cost. From line 17a, enter the total Yearbook fee amount on line 18. Please note that the unit cost listed is the base cost for a yearbook. If additional options are desired, the additional amount will be payable at the time the order is placed or modified.
<b>Annual Fund Contribution</b>	On line 19, enter the amount of any tax-deductible gift you would like to contribute to WCCS.
<b>Total Participation Fees</b>	Add lines 8, 10, 12, 14, 16, 18, and 19 and enter the total on line 20. Also enter this total amount on line 22.
<b>Grand Total - Tuition and Fees</b>	Add lines 21 and 22 and enter the total on line 23. This amount represents your total financial obligation and will be used to calculate your installment payments based on your payment election.

### Payment Options

<b>Annual</b>	If choosing to pay in 1 installment by June 15, enter the grand total from line 23.
<b>Semi-Annual</b>	If choosing to pay by bank draft in 2 installments in June and January, enter the grand total from line 23 and divide the total by 2 to calculate the semi-annual installment amount.
<b>Monthly</b>	If choosing to pay by bank draft in 12 installments from June - May, enter the grand total from line 23 and divide the total by 12 to calculate the monthly installment amount.

# 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 notification 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.)