

# Westminster Catawba Christian School

## Financial Policies

In an effort to partner with families in the Christian education of their children, WCCS has established the following policies to manage the financial arrangements between the school and the home. Please contact the Business Office directly if you have any questions regarding these policies.

### Tuition and Payment Options

WCCS is a private, Christian school that charges annual tuition (and fees). Tuition is calculated on a monthly basis and is not pro-rated. Families have 3 options for tuition payments.

1. one payment in full by June 20, 2019;
2. two payments: first in June 2019; second in January 2020;
3. monthly payments beginning June 2019 and ending May 2020.

All payment options are set up through automatic bank drafts with FACTS Tuition Management to process their tuition payment on either the 5th or 20th of the month. An annual fee of \$20 for the two payment option or \$50 for the monthly option would be charged by FACTS. (Note - the Business Office will work with families enrolling after June, 2019 to arrange payment schedules, including one month down payment necessary before a student's start date).

### Extended School Care

1. Extended School Care (ESC) does not prorate for days your child does not attend.
  2. Late pick-up fees will be charged to account for children picked-up after 6:00 p.m. Late pick-up charges are to be paid by the end of the next business day.
  3. Late tuition payments are subject to a \$20 late fee and will be assessed on the next billing month invoice.
  4. If an account becomes 2 months past due, the student will be subject to removal from the ESC Program until the account is made current or arrangements for payment have been made with the ESC Director.
  5. Delinquent accounts are also subject to student's records being held at the end of the year.
- \*\*\*Drop-ins are required to give advance notice in writing by email to [kgiles@wccs.org](mailto:kgiles@wccs.org) or by voicemail to the ESC office at 803/366-6462.

### Discounts

- 1 Families with 3 or more children enrolled receive the following tuition discounts:
  - 5% tuition discount for 3rd enrolled student.
  - 10% tuition discount for additional enrolled student(s).
- 2 Active Westminster Presbyterian Church members receive a \$200 tuition discount per each enrolled student.

### Withdrawals and Refunds

WCCS refund policy for early withdrawal is as follows:

- 1 A full month of tuition is charged for any days of enrollment during that month.
- 2 All fees are non-refundable.
- 3 If a student is withdrawn:
  - any tuition that has been earned by WCCS through the month of withdrawal is non-refundable (Tuition is earned by WCCS in 10 equal installments, August–May.)

### Variable Tuition

Variable tuition is available for K-12. Please visit [www.wccs.org/variabletuition](http://www.wccs.org/variabletuition) for additional information.

### Non-Current Accounts

If any account becomes more than 45 days past due, the student may be subject to removal from class until the account is made current or arrangements for payments have been made with the Business Office.

If there is any indebtedness to WCCS, a diploma and report cards may be withheld, reenrollment suspended and transcripts may not be released. Indebtedness to the school includes any past due tuition, dues, fees, fines, damage charges, unserved detentions or unreturned athletic equipment.