

IMMANUEL-ST. JAMES LUTHERAN SCHOOL
TUITION PAYMENT POLICY
2012-2013 School Year

A critical aspect of operating a school is planning a budget. The Immanuel-St. James Joint Board of Education prayerfully deliberates and determines an operating budget for the school every year to provide a quality Christian education, to ensure a fair and competitive compensation for our teachers and staff, and to keep our tuition as affordable as possible. As we consider the generous contributions from both churches and the potential of other income from fundraising events, we calculate the tuition necessary to make up the balance of the final budget. Therefore, in order for the school to meet its payroll and other financial obligations in a timely manner, it is important that you adhere to the payment policies as described below. Points are numbered for reference only and do not imply any one of them is more important than another.

1. As indicated on the Tuition Contract, there are three possible payment plans:
 - I. Tuition in full, one payment, due on or before July 20, 2012.
 - II. Tuition in two payments, due on or before July 20 and December 20, 2012
 - III. Tuition in ten monthly installments, due on or before the 20th of each month, July 2012 through April 2013.

2. Payments should be mailed with coupons to:

Immanuel-St. James Lutheran School
2066 Oakwood Ave. NE
Grand Rapids, MI 49505

3. Any checks returned for NSF (Non-Sufficient Funds) will be charged a \$25.00 fee.

4. A \$10 Late Fee will be billed monthly on any unpaid tuition.

5. Late Payments:
 - a. A Reminder Notice will be issued 10 days after a missed monthly payment along with a late fee
 - b. If any monthly payment remains unpaid on the 20th of the following month, a Past Due Notice will be issued
 - c. If past due tuition is not paid in full by the 20th of the next month, a Final Notice will be issued. Once a Final Notice has been issued, all further payments must be made in advance.
 - d. If past due tuition is not paid in full 10 days after the Final Notice is sent, the student will be suspended until payment is made in full.
 - e. Any balance due at the end of the school year must be paid in full in order for records to be released or a child to be advanced to the next grade.

6. Children of families that have a past-due balance will not be allowed to enroll for the following school year.

7. Accounts must be completely current for the student to begin school. If you have questions regarding this policy, please call the school office at 363-0505.

Immanuel-St. James Lutheran School admits students of any race, color, national or ethnic origin. All students are entitled to 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 or ethnic origin in the administration of its policies, admission policies, scholarship programs, athletic and other school-administered programs.

DECLARATION OF ACCEPTANCE

We have read, understand, and agree to the terms as described above:

Signature of Parent(s)/Guardian(s)

Date