



## CIRCLE CHRISTIAN SCHOOL

### **Financial Policies**

#### **Introduction**

Circle Christian School (CCS) operations are supported almost entirely by student tuition and fees. Being a private entity, there are no agencies or groups that underwrite any shortfall of operating funds. All activities and services are paid for by the families of the students who use them. The following financial policies do not vary the terms of any enrollment agreement as it relates to tuition, general fees, and athletic fees.

#### **Account Statements**

Family account statements are emailed each month approximately 7-10 days before the next payment due date. They are sent in Adobe Reader (.pdf) format. Account balances can also be accessed online via Circle's Dashboard.

#### **Payment Due Dates**

Payments are due on the 1st day of the month (August – May)

#### **Payment Options**

- Check or Money Order: Can be mailed or dropped off at the Circle administration offices located at 2134 Kentucky Avenue, Winter Park, FL 32789
- Credit Card Payments: Can be made on online via PayPal at [www.circlechristianschool.org/payments](http://www.circlechristianschool.org/payments) or by calling, 407-740-8877.
- Automated Monthly Credit Card Payments: Families have the opportunity to authorize the business office to charge their monthly fees on their credit card. Please note: This is an annual program which requires renewal. New forms must be submitted for the upcoming school year. Here is the link to the current form:

[http://circlechristianschool.org/files/2016/06/2016CC\\_Auth.pdf](http://circlechristianschool.org/files/2016/06/2016CC_Auth.pdf)

Forms may be faxed to the office at 407-740-8580 or mail it to 2134 Kentucky Avenue, Winter Park, FL 32789. We suggest that you do not e-mail the form.

#### **Late Fees**

Late tuition fees in the amount of \$25.00 are assessed on the 7th day of the month.

### **Returned Checks**

Returned checks will be assessed a \$40.00 returned check fee. Families who have multiple occurrences will be required to operate on a cash or credit card basis only.

### **Past Due Accounts**

All fees and tuition, as set by CCS, must be made on a timely basis. Parents are expected to be diligent in meeting their financial obligations to the school. Due to limited resources available to CCS, delinquent accounts place an undue hardship on the entire organization.

Account balances which are greater than thirty (30) days old will be identified as PAST DUE. The associated family account will be classified as not in good standing. As a result, the following guidelines will apply:

#### *Immediate Response*

- Families will have ten (10) calendar days from the date of the notice to resolve the issue.
- Resolution parameters may require enrollment in the Automated Monthly Credit Card Payments Program.

#### *After ten (10) calendar days*

- Students will be ineligible to maintain active enrollment in classes or programs. Students may be denied access to attend.
- Students will be ineligible to participate in athletic programs
- Students will be ineligible to participate in online testing or receive testing results.
- Academic records including transcripts and diplomas will not be released to the parent or requesting schools until the account is brought current.
- Families and students will not be permitted to register for classes or programs for the upcoming school year
- The family and student(s) will not be considered for re-enrollment until the account is brought current.
- Families with unpaid accounts from a previous year are expected to pay their account in full before registering for the current year.

#### *No Resolution Obtained*

- If resolution cannot be obtained after all attempts, either written or oral, have failed or a mutually agreeable work-out program cannot be agreed upon, the following will occur:
- The associated family and student will be formally withdrawn from the enrollment roster.
- The past due account will be forwarded to a collection agency. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.

CCS believes that a positive and constructive working relationship between the school and a student's parents, or guardian is essential to the accomplishment of the school's spiritual and educational mission. The school reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of the student, parent or guardian make a constructive relationship impossible or interferes with the school's accomplishment of its spiritual and educational purposes.

## **Financial Emergencies**

CCS recognizes that some of our families face financial challenges during the year for a variety of reasons. Prompt and timely communication is very important. Please contact Mike Stroup (Email:MikeS@CircleChristianSchool.org) at the Circle offices to establish a payment plan and to remain in good standing. It is our desire to work with our families during challenging times.

Payment plans are subject to approval by the designated leadership team. Approved plans may require enrollment in the Automated Monthly Credit Card Payments Program. Accounts which are approved for payment plans will be reviewed at regular intervals. Failure to comply with designated arrangements will move the account into the enrollment removal procedure.

## **Dropping Classes**

- Registration ended in June.
- The financial commitment for each class / program is for the entire academic school year.
- Circle provides these programs based on the demand of its families. Each class is evaluated based upon student enrollment to meet the expenses related to such class selections.
- We do recognize that situations do change prior to the start of the new school year.
- For Classes / Programs dropped between the close of the registration period (June) and August 31st, families will be responsible for two (2) months participation fees for the dropped class / program in lieu of the ten (10) month participation as was previously agreed upon at the time of registration.
- For classes dropped after August 31, families will be responsible for the entire class / program fee.
- Registration fees are non-refundable.