



# Statement of Financial Commitment

1. For re-enrolling families, their account must be completely paid current at the time of enrollment and they must re-enroll during the formal re-enrollment period. After this time, any classroom vacancies are open to the public and new enrollment fee is applied.
2. Re-Enrollment fees are due at the time the registration packets are submitted.
3. You may choose one of the following options for paying tuition.
  - \* One payment due on July 5 with a 5% discount applied - (the 5% discount does not apply to Financial Aid or other discounts)
  - \* Two equal payments due on July 5 and January 5
  - \* Twelve equal payments due on the 5th of each month through FACTS starting July 5 ending June 5
4. June 1 is the cut-off date for a family to withdraw without being responsible for tuition and supply fee for the school year. Payment obligation or (if tuition has been paid in full) refund policy is as follows:
  - \* Families withdrawing on or after June 2 and up to the first report card period are responsible for 25% (1/4) of tuition and full supply fee.
  - \* Families withdrawing during the 2nd report card period are responsible for 50% (1/2) of these charges.
  - \* Families withdrawing during the 3rd report card period are responsible for 75% (3/4) of these charges.
  - \* Families withdrawing during the 4th report card period are responsible for 100% (full) of these charges.
 Same policy applies if student is expelled.
5. WGCS uses FACTS Management for monthly tuition payments. These payments are made through automatic bank drafts. Families may choose to pay tuition and fees in full prior to July 5 and receive a 5% discount or two payments due July 5 and January 5.
6. The only direct tuition payments that will be accepted by the School Business Office are full tuition payments due by July 5.
7. 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 on the 5th of the month.
8. Changes to your FACTS Management payment schedule must be submitted to the Business Office at least five days before your scheduled draft.
9. If funds are not available, in the authorized account, on the 5th of the month you will receive a letter from FACTS with instructions on how the missed payment is to be made up. Families will be charged a \$25 missed payment fee by FACTS through a bank draft.
10. All additional optional fees will be billed separately and will be payable by check in the School Business Office.
11. If any account becomes more than 30 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 WGCS Board. Records and report cards will be held by WGCS for past due accounts until the past due balance is paid in full or acceptable arrangements are made with the WGCS Board.
12. If a student withdraws during the school year, tuition is charged as stated above in section 4 of Financial and Payment Policies and payment is due in compliance with the WGCS refund policy. **If a student enrolls after the school year has started and at any point in a given month, tuition is due for that entire month.**
13. If there is any indebtedness to WGCS, a diploma will not be awarded, report cards will be withheld, re-enrollment denied and transcripts will not be released. Indebtedness to the school includes any past due tuition, dues or fees, class dues, damage charges, un-served detentions or unreturned athletic equipment. WGCS will consider all accounts that are 90 days over due to be delinquent. WGCS Board will turn these accounts over to a collections agency if an effort has not been made, by the student's family, to resolve such an account.
14. A 30 day notice is required when students are withdrawn from WGCS.
15. All students are required to pay 100% of enrollment or reenrollment fee regardless of time of enrollment or reenrollment. **This fee is non-refundable.** These fees will not be refunded regardless if the student does not end up attending WGCS, withdrawals early, asked to withdrawal, or expelled.

I hereby enroll my student(s) to attend Walnut Grove Christian School and complete the entire year. In making this enrollment, I agree to comply with the financial policies of WGCS as detailed above. I understand that this is a binding agreement with WGCS and know WGCS' financial commitments and teacher salaries are dependent upon my follow through of this agreement. Please review, sign and return to Ashley Walker Walker@wgcswarriors.com

Print Name of Parent or Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Responsible Party \_\_\_\_\_ Date \_\_\_\_\_