



Lititz Christian School
2023-24

Financial Policy

General:

- The new student enrollment fee of \$215 per student is payable to Lititz Christian School and should be delivered to the admissions office upon completion of the online enrollment packet. It cannot be rolled into tuition payments. It is non-refundable.
- Every family is expected to sign the Continuous Enrollment form for this coming school year. It is due by February 28, 2023. Continuous enrollment means that once your child is enrolled at LCS, he/she is enrolled until graduation. You will not need to re-enroll each February or select a tuition payment plan.
- Tuition payment plans and tuition assistance awards will be finalized through email. If you receive your award
- If you are undecided about enrollment for the upcoming year, please notify the admissions office in writing by February 28, 2023. The director can be reached at nicole.cadwalader@lcstaff.net. A final enrollment decision is due by April 1, 2023.
- Families who withdraw after February 28 and who have not deferred the decision until April 1 (see bullet above) will incur a withdrawal fee of \$125 per student.

Late Payment Fee:

- A 5% late fee will be assessed on accounts for which payments are not received within 5 days of the due date.

Missed Payment:

- Finance charges will automatically be charged by FACTS when payments are missed.
- FACTS will assess a 5% late fee.
- Student records, including report cards, transcripts, and diplomas will be released after all academic and financial obligations are met.

Referral Credit:

- Referring family receives \$200 credit for each first-time family that enrolls at least one student in grades K through 12 and completes at least one semester. This credit will be awarded as a tuition credit on February 1, 2024.

Nonsufficient Funds:

- FACTS will assess a 5% late fee and a \$30 non-sufficient fund fee if there are insufficient funds at the first attempt. A re-attempt will be made 5 calendar days later without an additional fee. If necessary, a third attempt will be made in another 5 calendar days.

Early Withdrawal (after the school year begins):

- Early withdrawal fee is \$125 for each incomplete quarter.
- In the event of separation between the student and the school due to withdrawal, suspension, or dismissal from the school, monthly tuition payments will not be refunded. The Head of School or Assistant Head of School should be notified at least 10 days in advance of the final date a student will attend school. All charges related to the student's enrollment must be paid up to the date of withdrawal. Attendance for any part of a month will be considered a full month's attendance for purposes of determining tuition.
- Monthly tuition will be divided by twelve months from July until June.
- Annual payments are made in August (FACTS enrollment fee is paid by LCS)
- Semi-annual payments are made in August and January (FACTS enrollment fee is paid by LCS).
- The FACTS enrollment fee is \$50/family/annually.
- FACTS customer service representatives are available 24/7 at 866-441-4637.