

1. Application fees

There is a \$50 **non-refundable** application fee per student. This fee is waived for returning families who re-enroll before the re-enrollment deadline.

2. Registration fees

The full registration fee must be paid annually for each student enrolled. This fee must be paid before the student may be enrolled and attend classes. **This fee is non-refundable.**

3. Athletic Fees

See fee schedule for athletic participation fees at each campus. Athletic fees must be paid prior to student's participation in the sport.

4. Responsibility for payment of fees

The parent or legal guardian(s) who sign(s) the Financial Agreement upon enrolling the student for the school year is fully responsible for payment of all fees according to established payment schedules of C S Lewis Academy. Parties who agree to share responsibility for fees must both (all) sign a financial agreement.

5. Payment terms/methods

Parents must select a payment plan at the time of enrollment. If a plan is not selected, the family will be billed on the 'Annual' schedule.

Monthly tuition payments may be made over 12 months or 10 months. Payment of total annual tuition is divided by the number of months. Payments are due on the 1st of each month, and are subject to a late fee if not paid by the 10th. The final payment on each of these plans is due May 1, 2011.

Annual tuition (tuition for entire school year paid in full) payments received at the CSLA Finance Office on or before August 1, 2010 qualify for a 2% discount. No discount is given after the due date.

Semester tuition (tuition for entire school year paid in two equal installments), payments received on or before August 2, 2010, and January 3, 2011 respectively, qualify for a 1% discount. No discounts are applicable after these due dates.

When annual or semester payment plans have been selected, and the due date has passed, the entire amount is due and payable without discount, and is subject to a late fee after 10 days. To convert to a monthly plan, the family must request the change prior to the late fee being assessed and pay any monthly payments that would have been due through that date.

6. Condition of attendance

On the first day of school, a child may not be admitted to class unless the registration fee and at least one-tenth of the annual tuition has been paid. (For second semester, one-fifth of the 2nd semester tuition must be paid.) Students may be denied admission to class when an account is 60 days or more in arrears.

7. Multiple child discounts

CSLA tuition rate schedules have 'built-in' discounts for multiple children in a family. The student enrolled in highest grade within CSLA is considered first child. After the fourth child, each additional child in family pays '4th child' fee. All children must be legal dependents of the same parent(s) to be eligible for discounted fee. Part-time programs, including Pre-K and Kindergarten enrichment, are not discounted.

8. Withdrawals

Withdrawals after August 1 are subject to a \$50 withdrawal fee per student. After the start of school, written notice must be provided for withdrawals. Tuition will be pro-rated to effective date of withdrawal, or 5 days from receipt of written notice, whichever is later. Refunds of any credit balances will be refunded within 2 weeks of withdrawal date.

Annual tuition (K-12) will be pro-rated based on the portion of the grading period (quarter) that the student has attended, as follows:

Day 1 – 21	15% of total tuition
Day 22 –end of 1 st quarter	25% of total tuition
Day 1-21 of 2 nd quarter	40% of total tuition
Day 22 of 2 nd quarter – end of 2 nd quarter	50% of total tuition
Day 1-21 of 2 nd semester	65% of total tuition
Day 22 of 2 nd semester – end of quarter	75% of total tuition
Day 1-21 of 4 th quarter	90% of total tuition
Day 22 of 4 th quarter – end of school year	100% of total tuition

A detailed schedule of dates and percentages is available upon request.

9. Late Enrollment

When a student enrolls on or after the first day of classes, tuition is pro-rated based on the portion of the school year to be completed, per the schedule below:

Day 1 – 21	100% of total tuition
Day 22 –end of 1 st quarter	90% of total tuition
Day 1-21 of 2 nd quarter	75% of total tuition
Day 22 of 2 nd quarter – end of 2 nd quarter	65% of total tuition
Day 1-21 of 2 nd semester	50% of total tuition
Day 22 of 2 nd semester – end of quarter	40% of total tuition
Day 1-21 of 4 th quarter	25% of total tuition
Day 22 of 4 th quarter – end of school year	15% of total tuition

A detailed schedule of dates and percentages is available upon request.

Monthly tuition payments may be arranged with the Finance Office. An initial tuition payment, along with registration, must be paid before the child may attend school. Registration is not prorated.

10. Vacations, holidays, illnesses

Tuition and other program fee credits are not available for vacations, holidays, or illnesses.

11. Result of late payments/returned checks/delinquent accounts

A \$30.00 late fee may be charged monthly for accounts more than 10 days past due. A \$25.00 fee will be assessed for each check returned for insufficient funds.

Failure to maintain timely payments per the financial arrangement with CSLA may jeopardize the child(ren)'s enrollment. Students may not be admitted for the second semester, or re-enrolled for the following school year, while there are delinquent amounts outstanding.

Failure to pay past due amounts after repeated requests may result in an account being turned over to an outside collection agency. This does not reduce, eliminate, or waive any obligation to pay amounts owed to CSLA.

School records may be retained by CSLA for failure to pay all accounts upon withdrawal or completion of a school year. Records are released to the new school as required by state law.

12. International student fees

There is a \$150 application fee for international students. There is a \$1,500 International Student fee in addition to all other fees and tuition as stated in the Tuition and Fee Schedule. No discounts are provided for international students. All fees must be paid in advance of the student's attendance at CSLA. Tuition must be paid on the Annual plan unless prior arrangements have been made with the Finance Office.

13. Financial aid (K-12 tuition only)

A limited amount of need-based financial aid is available for each school year. Applications are made online through an independent agency who does the need assessment for the school. Information is available through the Finance Office and on our website at www.cslewisacademy.com. There is a \$30 per family cost to apply. Families must apply each year for continued financial aid.

14. Other variable fees

CSLA campuses may charge various fees in addition to those published in the 2010-11 fee schedule. These fees may be related to specific class, book or materials fees, book fines, testing fees, transcript fees, meals, etc. These amounts are payable at the time they are assessed.

CS Lewis Academy admits students of any race, color, national or ethnic origin to all 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 administration of its employment policies, education policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administered programs.



FINANCIAL POLICIES

2010-11

**CSLA Administrative Offices
200 S. College St.
Newberg, OR 97132**

**Main Office/High School (503) 538-0114
Grade/Middle Schools (503) 538-2242
Finance Office (503) 538-6458
Fax (503) 538-4113**

www.cslewisacademy.com