

St. Matthew Lutheran School Statement of Financial Responsibility

Member and Community Member Families of St. Matthew Lutheran Church and School

Tuition:

Payment for educational services, herein referred to as “Tuition”, shall be payable to “St. Matthew Lutheran School” and administered through the School office. Tuition is charged for students in Preschool through Eighth grade. Payments are divided into 12 monthly installments, which are **due the 1st day of each month beginning July** of the current academic year and must be paid-in-full by June 30th of the same academic year.

Families must be official members of St. Matthew Lutheran Church by the first day of registration to qualify for “member” tuition rates. In a situation where a “Community member” family becomes a “Member family” during the academic year, tuition shall be calculated as 6 months “Community member” and 6 months “Member” based on 12 monthly installments for the remainder of the school year. Exceptions may be allowed if presented in writing to the School Board Ministry.

Registration Fees:

Registration fees shall include, but are not limited to: Books, Supplies, Art, Computer, Physical Education, Enrollment, Playground/Lunchroom aides, Yearbook, Room Party and Parent Teacher League (PTL) activities. A deposit is due at the time of registration. The deposit is applied to the total registration fees and the remaining balance will be added to tuition and the total amount divided over twelve monthly payments.

Late Fee:

A late fee of \$20 per month will be charged if your payment is made after the 15th of the month in which it is due. Exceptions may be allowed **only if arrangements are made in advance** of the payment due date.

Other Fees/Charges:

Other fees/charges may occur during the school year for which you are responsible. These include, but are not limited to: lost and/or damaged books, supplies, equipment; lunch and milk fees; class trips; band/music programs and athletic programs.

Parent Volunteer Hours

Each family is required to donate a minimum of twenty (20) hours of volunteer assistance each academic year (10 hours for single parent families). For each required hour not completed, you will be assessed \$10.00, which is payable by June 30th of the current academic year. For more information on this program, please see the complete policy included in this registration packet.

Refund Policy

Registration fees are refundable as follows:

- If a family withdraws on or before June 15th, the Enrollment and Other fees paid upfront will be refunded at 100%.
- If a family withdraws after June 15th fees will be refunded **only** in the case of class unavailability.
- If a family withdraws on or after the first day of school, no fees will be refunded.

Tuition is refundable as follows:

- If a family withdraws between the time of Registration and the first day of school, any tuition that was paid will be refunded at 100%.
- If a family withdraws on or after the first day of school, tuition will be calculated based on nine months and pro-rated for the number of months attended.

Fees and Tuition

Payment of tuition and fees will be monitored on a regular basis. Families who fail to comply with these policies developed by the School Board Ministry of St. Matthew will be contacted so that appropriate arrangements, satisfactory to the School, can be made. If you have extenuating circumstances, please bring them to the attention of the school accountant or the School Board Ministry financial monitor to minimize overdue balances. Any arrangements that differ from the established policies of St. Matthew must be in writing.

Other Items

Parent/Guardian agrees that tuition arrears will not be listed in bankruptcy proceedings.

Please understand that St. Matthew Lutheran School reserves the right to deny registration privileges and/or withhold report cards and/or school records pending satisfactory completion of your financial obligations.

I/We are committed to the academic and spiritual nurturing of my/our child(ren) in partnership with St. Matthew Lutheran Church and School. All students and families are strongly encouraged to attend regular weekly Worship services and Sunday School to strengthen their personal walk with our Savior and Lord, Jesus Christ.

I/We have read and understand the policies within this Statement and accept responsibility for all financial obligations.

_____	_____	_____
Signature	Date	Relationship to Child(ren)
_____	_____	_____
Signature	Date	Relationship to Child(ren)
_____	_____	_____
Signature	Date	Relationship to Child(ren)