

AMERICAN LUTHERAN SCHOOL FINANCIAL POLICIES

1. Our school is a non-profit and self-supporting institution. Tuition is paid as a monthly flat fee.
2. All payments are made to American Lutheran School by cash, check, or ESA program class wallet (2.5% fee added)
3. All payments are due on the first day of the month.
4. Payments not received by the tenth of the month will incur a 5% late fee.
5. A 10% discount is given for full yearly tuition paid in one payment by August 1st.
6. A 10% discount will be given to members of American Lutheran Church.
7. The maximum discount allowed will be 10%.
8. All checks returned by the bank will have a \$25.00 service charge.
9. Tuition is divided into 9 equal payments. The first payment is due August 1st. Tuition payments are due the first of each month August through April. Credit is not given for days missed or for months with holiday or vacation days. If an account becomes more than one month past due, the child may be excluded from school until the account is paid.
10. A limited budget demands that the school operates on a full capacity level, thus two weeks written notice must be given if your child is to be withdrawn from the school. If this notice is not given, you will be charged two weeks' tuition. No refunds of tuition paid will be made on withdrawals after May 1st. Hardship cases are reviewed on an individual basis.
11. Schedule for contacting delinquencies:
 - a. Due by the 1st – Delinquent after the 10th
 - b. Computer check in message reminder – 5th
 - c. Email – 11th
 - d. Second reminder letter or phone call – 15th
 - e. “No return” letter – 20th
12. Children not picked up by 11:40 will be charged the “lunch bunch” fee of \$10.00.
13. Partial scholarships are available for families with financial need. A scholarship application must be completed. Scholarship forms are available from the school office. The Director will notify you of the decision of the Scholarship Committee. Please let us know if you have a financial need regarding tuition.
14. Extended care tickets are as follows and must be paid the day of care:
 - a. Early Bird 8:00 am – 8:30 am = \$5/day
 - b. Lunch Bunch 11:30 am – 1:00 pm = \$10/day
 - c. You may prepay by purchasing tickets from the school office. Lost tickets cannot be replaced.
 - d. A late fee of \$10 will be charged for students not picked up by 1:00 pm.

Monthly Tuition Fees:

Class	Monthly	ALC Members	Yearly Tuition	Full Tuition with 10% discount
Pre K (5 day)	\$375.00	\$337.50	\$3375.00	\$3037.50
M-W-F (3 day)	\$280.00	\$252.00	\$2520.00	\$2268.00
T-Th (2 day)	\$210.00	\$189.00	\$1890.00	\$1701.00

**PLEASE SIGN AND RETURN A COPY TO THE PRESCHOOL OFFICE
WITH YOUR FIRST TUITION PAYMENT BY AUGUST 1ST**

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE ABOVE FINANCIAL POLICIES. I UNDERSTAND THAT THIS SIGNATURE WILL BE KEPT ON FILE TO SIGNIFY MY AGREEMENT. A COPY IS AVAILABLE IN THE SCHOOL HANDBOOK.

STUDENT'S NAME _____ CLASS (circle) Pre K 2-day 3- day

DATE _____ GUARDIAN SIGNATURE _____