

# Markoma Christian School Tuition and Fee Payment Policy

*The terms "parent" and "legal guardian" are inter-changeable in this policy.  
The term "school" refers to Markoma Christian School.*

## Classifications of Charges

Fixed Fees - Each student incurs fees based on student classification. Full amount must be received with the registration packet.

Activity Fees - Fees for specific student activities.

Tuition - Cost for attending classes. Discounts given on tuition only.

Boarding - Cost associated with host family boarding.

## Student Classifications

International Boarding - Student who is not a United States citizen and parents reside outside the U.S.

National Boarding - Student is a United States citizen and parents reside in the USA.

Commuter - Student is a United States citizen living in the area and is transported to and from school.

Staff - Parent works in a full time position at Markoma Christian School or the "Go Ye" Mission.

Home School - Student attending certain classes at Markoma on a part-time basis.

Payment Options. Markoma Christian School offers three forms of payment; in full on or before registration, semester payments, or using the third party tuition management company the school has chosen.

### **Full Payment**

All fixed fees must be received with the registration packet.

All tuition due must be paid on or before the registration date.

### **Semester Payments.**

All fixed fees must be received with the registration packet.

First Semester amount must be paid on or before registration date.

Second Semester amount must be paid on or by the first day of classes of the Spring Semester.

### **Monthly Payments.**

All fixed fees must be received with the registration packet.

Remaining balance is divided over monthly payments and paid directly to our Third Party Tuition Management Company. *The Tuition Management Company allows several methods of payment and options for payment dates. Refer to the plan booklet and work with school for the specific options.*

Final payment may be no later than May of that current school year.

If student is a senior, last payment must be received prior to graduation.

Additional Fees. If additional fees are incurred, they are due immediately. If student can not pay at that time, parent will be billed and payment is due upon receipt of billing unless otherwise stated. If the addition is a sports fee, student can not participated until fee is paid.

Late Registration. Students enrolling after the first day of classes will be responsible for full charges if full credit for the semester's work will be awarded.

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Missed or Late Payment. It shall be the responsibility of each family to keep the accounting department informed of their need to make any changes in their payment arrangements. Certain changes may need to be reviewed by the Finance Committee. Without such notice and new agreement, the following action will be applied.

5 days late - a \$25.00 late fee will be added to the account.

30 days late - student will not be allowed to attend classes.

For the sake of your child's education and your family's peace of mind, and for the general financial stability of the school, we encourage parents to contact the office as soon as possible when they are experiencing economic difficulties.

Refunds may be considered on tuition as described below. There will be no refunds on fixed fees and other specific non-refundable activity fees. Refunds will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal.

Withdrawal prior to beginning of school - all but fixed fees will be refunded.

Withdrawal prior to end of first nine weeks (according to grading calendar) - all but fixed fees and 3 months pro-rated tuition may be refunded. If student is boarder, all but 3 months pro-rated boarding may be refunded.

Withdrawal after end of first nine weeks - Absolutely no refund. Any remaining balance must be paid.

Student leaves as result of disciplinary action - Absolutely no refund. Any remaining balance must be paid.

*Charge and Fee List - see separate information sheet. This information may change each school year.*

I, \_\_\_\_\_, have read and understand the Tuition and Fee Payment Policy established by Markoma Christian School and agree to adhere to these above mentioned policies.

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Parent/Legal Guardian Date

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Parent/Legal Guardian Date

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Accounting Dept. Date

This policy is subject to change with Board Directors or Executive Committee approval at any time.