



RE-ENROLLMENT PROCESS FOR RETURNING STUDENTS

- Financial Aid (if applicable)
- Registration Fee
- Re-Enrollment Form
- Tuition Payment Policy Form
- FACTS Enrollment

After completing these steps, the school will contact you to confirm your enrollment status and payment plan.

Columbia Christian Schools (CCS) admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. CCS does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, student admissions, scholarships and other financial assistance, athletics and other school-related programs.



FINANCIAL AID

Applying for financial aid is optional and all families are welcome to apply

Families may begin applying for financial aid for the 2012-2013 school year at any time. Please note that families must apply for financial aid each year, even if they received financial aid in the past.

CCS is pleased to announce our partnership with Financial Aid for School Tuition (FAST). FAST is a company that confidentially processes your family's financial data and makes financial aid recommendations to the CCS administration.

To apply for financial aid simply visit their website. Go to www.columbiachristian.com and find the "Financial Aid" page under the "Admission" heading. Click on the FAST logo to redirect to their site.



A Parent User Guide is available to assist with the application process, as well as online support, email support and 24/7 phone support provided by FAST. The cost for the application is \$36, and families may pay with a credit card directly to FAST after completing the application.

Contact FAST 24/7 at **1-877-326-FAST (3278)**.



TUITION AND REGISTRATION 2012-2013

TUITION

The true cost to educate one student at Columbia Christian Schools is \$8298. In an effort to keep tuition costs manageable, however, CCS charges less than the true cost and provides a grant to all families. Below is a listing of the true cost, grants and tuition prices.

Grade	True Cost	Grant	Tuition (2012-13)
PK-K	\$8298	\$4398	\$3900
1 st -5 th	\$8298	\$2798	\$5500
6 th	\$8498*	\$2798	\$5700
7 th -12 th	\$8298	\$2298	\$6000

To help make up the difference between the tuition and the true cost, CCS asks families to make a **tax-deductible donation** within their means to cover the gap between the two. CCS commits to work diligently at its fund-raising efforts to cover the remaining costs.

*The tuition cost for 6th grade includes outdoor school.

REGISTRATION

Registration costs cover most field trips, classroom supplies, activity cards, textbooks, equipment, student directory, ASB dues, athletics fees (secondary students), yearbook (secondary students), science supplies, art supplies, and music supplies.

Grade	Registration
PK-6 th	\$385
7 th -12 th	\$485

Registration costs are non-refundable. Families may choose to roll the registration costs into their monthly tuition payments. A family electing this option must pay a non-refundable \$35 fee per child to reserve spots for their children in their respective classes.

INTERNATIONAL STUDENTS

Tuition	\$9000
Registration	\$485
I-20	\$600 first year and \$300 yearly maintenance fee thereafter



TUITION AND REGISTRATION 2012-2013

DISCOUNTS

Along with the grants all families receive, CCS offers discounts to assist with the cost of tuition.

Multiple-student discount

Families with more than one student enrolled at CCS qualify for a multiple-student discount.

2 nd student	10% discount
3 rd student	15% discount
4 th student on	25% discount

For multiple-student discounts, CCS considers the oldest child the first student, the next oldest the second student, etc. These discounts do not apply to our PK and Kindergarten tuition rates.

12-month discount

Families who pay tuition over 12 months (July-June) qualify for a tuition discount. This discount allows families to pay the 2011-2012 tuition rates. See the school office for further information.

Christian educator's discount

CCS offers a 25% tuition discount to the children of any employee (faculty or staff) or student of a Christian College, University, or Seminary.

ADDITIONAL ITEMS

New student testing

CCS provides academic testing for all new students. The test costs **\$35 per student** and is due at the time of testing.

FACTS

CCS utilizes FACTS as its tuition management system. All families are required to enroll in FACTS and pay **\$50 enrollment fee per family**. This \$50 is **100% refundable** at the end of the school year if all payments are made on time.

Service hours

Service hours are an important aspect of the CCS community. There are a variety of opportunities available and CCS expects each family to donate **24 service hours** to the school by the end of the school year or pay **\$10 per hour not served**.



RE-ENROLLMENT FORM FOR CURRENT STUDENTS

Date: _____

School Year: _____

STUDENT INFORMATION

First Name *Middle Name* *Last Name*

_____ Male Female

Address *City/State/Zip*

Phone *Birth Date* *Email Address*

GRADE ENTERING: PK K 1 2 3 4 5 6 7 8 9 10 11 12 (Please circle one)

PARENT OR GUARDIAN INFORMATION

FATHER OR GUARDIAN

MOTHER OR GUARDIAN

_____	_____
<i>Full Name</i>	<i>Full Name</i>
_____	_____
<i>Address</i>	<i>Address</i>
_____	_____
<i>City/State/Zip</i>	<i>City/State/Zip</i>
_____	_____
<i>Home Phone</i>	<i>Cell Phone</i>
_____	_____
<i>Work Phone</i>	<i>Email address</i>
_____	_____
<i>Church Affiliation:</i>	_____

MEDICAL INFORMATION

Emergency Contact (other than parent or guardian):

_____	_____	_____
<i>Name</i>	<i>Relationship</i>	<i>Phone Number</i>

Medications to be Administered (if applicable):

_____	_____	_____
<i>Medication</i>	<i>Dosage</i>	<i>Time/Interval for each dosage</i>
_____	_____	_____
<i>Physician authorizing medication</i>	<i>Phone</i>	<i>Reason for medication</i>

I request that Columbia Christian Schools administer the above medication to my child in accordance with my request and the physician's statement of need. I agree to notify the school in writing of any changes in my child's condition with respect to the administration of medication or with any changes to the information provided on this form. I understand that it is my responsibility to send an appropriate supply of medication to school in its original container. Medication provided to school in any other container will not be accepted. I understand that the school will have limited liability while administering medication to my child in accordance with a physician's statement of the need. The school agrees to keep a written log of prescription medications administered to my child in school throughout the current school year.

Check here if you give permission for your child to be given over-the-counter medication. (i.e. - Ibuprofen, Antacid, Tylenol, etc.)

Parent Signature _____ Date _____

Medical Release

In an emergency, CCS has my permission to call an ambulance or to take my child to any available physician or hospital at my expense and to obtain medical treatment for my child. In most emergencies, 911 is called and the child is transported to the nearest hospital and seen by the doctor on call. I also hereby give my consent for the named student to go with and be supervised by a representative of Columbia Christian Schools on any planned trip.

Parent Signature _____ Date _____

Please list allergies or other medical conditions



TUITION PAYMENT POLICY

ACCOUNT INFORMATION

STUDENT(S) NAME(S) : _____

Primary Person Responsible for Payment

Secondary Person Responsible for Payment

Relationship to Student(s)

Relationship to Student(s)

Address

Address

City/State/Zip

City/State/Zip

Phone (Type: Home, Cell, Work)

Phone (Type: Home, Cell, Work)

E-mail Address

E-mail Address

PAYMENT OPTIONS

_____ 12 Equal Monthly Payments (July-June)
from checking/savings account or credit card through FACTS

_____ 10 Equal Monthly Payments (Sept.-June)
from checking/savings account or credit card through FACTS

_____ ½ year payments (September 1st and January 15th)
to be paid in the CCS Business Office

_____ Full year payment (September 1st, or when enrolled during the school year)
to be paid in the CCS Business Office

Please note: The published tuition rates reflect a 2% discount for payment through FACTS or in the business office by cash or check. This discount is not applicable for payments by credit card through the Business Office.

Please turn over to complete page 2 ↓

TUITION PAYMENT POLICY

PAYMENT TERMS

1. A student may not start classes until ALL financial arrangements have been made.
2. Tuition must be paid when due according to the payment plan selected. An account will be considered delinquent if payment is not received by the last business day of the month and will be subject to a \$25 late fee.
3. If an account becomes more than 30 days past due and arrangements have not been made with the Business Office, the school may, at its sole discretion, take any or all of the following actions:
 - a. Students may become ineligible to participate in extracurricular activities.
 - b. Students with past due accounts at the end of a quarter may not be allowed to begin the next quarter.
 - c. Grades and/or transcripts may not be released until the outstanding balance is paid in full.
 - d. For high school students: yearbooks and diplomas may be held at year-end pending final payment of tuition and fees.
4. Accounts with a balance at the end of the school year are required to continue payments during the summer months, and this will remain in effect until the balance is exhausted.
5. After 90 days past due, CCS reserves the right to turn an account over to a collection agency.
6. Accounts of students withdrawing will be prorated on a monthly basis.

If there are any problems with an account being past due, the person responsible for the account needs to contact the Business Office.

ACCEPTANCE SIGNATURE

I understand that this is the school policy and a part of registration. I will not sign this Tuition Payment Policy before reading it, even if otherwise advised. As a person responsible for payment, I am entitled to an exact copy of this policy.

I understand that tuition payments are due each month, and I acknowledge full responsibility for payment of charges incurred when due. If this account is placed in the hands of a collection agency, I agree to pay the reasonable fees and collection costs of the holder thereof. I further agree to the terms listed above.

Signature of primary person responsible for payment of account

Date

Signature of secondary person responsible for payment of account

Date



FACTS ENROLLMENT

Columbia Christian Schools uses the FACTS Tuition Management Program to handle family payment plans. Through their online FACTS accounts, families can check on the schedule of their payments as well as view a listing of payments already made and a summary of all activity.



Each family will need to enroll in FACTS prior to the first day of school. To enroll in FACTS or review your account simply visit their website. Go to www.columbiachristian.com and find the "FACTS Tuition Management System" page under the "Admission" heading.

****The CCS Business Office will contact your family when online enrollment is available****

Please feel free to contact the CCS Business Office with any questions regarding FACTS.