

Returning Family Re-Enrollment Agreement 2020-2021

Covenant Christian School

2145 North Ballas Road, St. Louis, Missouri 63131

Voice: 314-787-1036 Fax: 314-432-3989 Email: school@ccsstl.org



Introduction

To re-enroll your student(s) for the 2020-2021 academic year please return this Returning Family Re-Enrollment Agreement form. A non-refundable registration fee of \$60 per student must accompany your submission along with a tuition deposit of \$150 per student.

Deadline

Priority enrollment for current families (including siblings) closes on Monday, February 3, 2020. The school will begin considering new families seeking enrollment after that date. The school anticipates limited new enrollment openings in many classes, so this deadline is firm.

Siblings

Siblings of returning students may enroll beginning Friday, January 10, 2020. A non-refundable \$60 per child registration fee and a tuition deposit of \$150 per student is required along with a completed Sibling Application for Admission form which may be obtained from the school office or on our website at ccsstl.org/admissions/apply.

Financial Assistance

Financial aid is available for families with financial needs. A Financial Assistance Request form can be obtained by contacting the school office. The form is also available on the school's website at ccsstl.org/admissions/financials. Completed Financial Assistance Request forms must be returned no later than Wednesday, April 1, 2020 in order to receive priority consideration.

Financial Policies

Withdrawals: If a written request for tuition release is received, and the student withdraws after May 1, 2020, but before school begins and Covenant Christian School is unable to enroll another student to fill that place, the parents or guardians will be responsible for paying the full tuition for the first trimester. If a student leaves for any reason after classes have begun, whether or not another student has been enrolled, parents or guardians are still responsible for paying the full tuition for any trimester during which the student is enrolled.

Release of Records: No student's grades, transcripts, or reports will be released until that student's account has been paid in full.

Overdue Accounts: All 2019-2020 school year tuition must be paid by June 1, 2020. If not paid in full by then the school will not hold a class position for the student(s) for the following year. Accounts that become more than two months in arrears will be reviewed by the school board and could result in dismissal.

We recognize that it is a financial sacrifice for parents to send their children to Covenant Christian School. It is incumbent upon the board to maintain the school's financial integrity, especially since tuition does not cover the full cost of educating your child(ren). The policies noted above have been implemented in order to help us in this stewardship effort. Thank you for your understanding.

Specific Information for Early Childhood Enrollment

If you are re-enrolling or enrolling new students in Little Pelicans, Pre-Kindergarten, Junior Kindergarten or Kindergarten, we ask for an additional piece of information. In these cases, please use the following code to help us know which grade/class they are enrolling for:

Little Pelicans two days (Tuesday & Thursday)	LP2
Little Pelicans three days (Monday, Wednesday & Friday)	LP3
Little Pelicans five days (Monday through Friday)	LP5

Pre-Kindergarten three days (Monday, Wednesday & Friday)	PK3
Pre-Kindergarten five days (Monday through Friday)	PK5
Junior Kindergarten (Monday through Friday)	JK
Kindergarten half-day	KH
Kindergarten full-day	KF

Students for Re-Enrollment and Siblings for Enrollment

Student Name	Grade Fall 2020	Registration Fee	Tuition Deposit
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____
4. _____	_____	\$ _____	\$ _____
Total Registration/Tuition Deposit		\$ _____	\$ _____
Total Payment (Registration/Tuition Deposit)			\$ _____

FACTS

Covenant Christian School uses FACTS Management Company to help us manage our tuition payment program. FACTS is used by over 7,000 schools nationally and is the parent company of RenWeb, which we use for enrollment management. Utilizing FACTS allows for:

- Convenient online payment plan sign-up;
- Maintaining your demographic and financial account information online;
- Receiving e-mail payment reminders before the payment is due;
- Online tuition payments; and,
- Multiple payment options;

Payment Plans

Please mark one:

- _____ 1. Payment in Full: Tuition is due September 2020.
- _____ 2. Semester Payments: Tuition is divided into two equal payments due September 2020, and January 2021. A \$10 one-time FACTS billing fee will be applied to this payment option for processing.
- _____ 3. Twelve Monthly Payments: Total tuition is divided into monthly payments due June 2020, through May 2021. A \$45 one-time FACTS billing fee will be applied to this payment option for processing. A late charge of \$15 will be added to payments which are received after the 10th of each month.

Signature: _____ Date: _____

If you have any questions, please contact the school office at school@ccsstl.org or 314-787-1036.

Please return this form to the school office. Thank you!