

APPLICATION, ENROLLMENT AND RE-ENROLLMENT FEES

Current Student	\$220	Re-enrollment fee if online enrollment is completed by January 31, 2019
Current Student	\$280	Re-enrollment fee if online enrollment is completed after January 31, 2019
New Student	\$50	Application Fee
New Student	\$280	Enrollment Fee
K4 Student	\$130	Enrollment Fee

Re-enrollment and enrollment fees are non-refundable, non-transferable and do not apply to tuition.

TUITION & EDUCATIONAL FEES ASSESSED ON A PER STUDENT BASIS

K4 2 Days	\$1350.00	Tuition
	\$80.00	Fee for curriculum, class activities and classroom supplies
	\$1430.00	Total

Elementary K5 – 5 th 3 Days	\$4400.00	Tuition
	\$180.00	Fee for curriculum, class activities and classroom supplies (K5 is \$140)
	\$4580.00	Total

Secondary 6 th – 12 th	\$5400.00	Tuition
		Core Class \$915; Study Hall \$375; HS Elective \$915; JH Elective \$650 Please see the 2019-2020 Secondary Catalog for class fees and curriculum requirements. (Will be available April 2019.)

PAYMENT OPTIONS AND DISCOUNTS

10 Monthly Payments	Bi-Annual (Two Payments)	Annual (One Full Payment)	Multi-Student Discount
June 1 through March 1	2% Discount	5% Discount	2 nd child 5% 3 rd child 10% 4 th child 15% 5 th child 20% 6 th child 25%
\$50 FACTS Setup Fee	June 1 and November 1	June 1	
	<i>Tuition Assistance Recipients are not eligible for Advanced Payment Discounts.</i>	<i>Tuition Assistance Recipients are not eligible for Advanced Payment Discounts.</i>	
	<i>Tuition baseline eligibility requirements must be met. Please reference the 2019-2020 Financial Policy.</i>	<i>Tuition baseline eligibility requirements must be met. Please reference the 2019-2020 Financial Policy.</i>	<i>Tuition baseline eligibility requirements must be met. Please reference the 2019-2020 Financial Policy.</i>

2019-2020

Financial Policy & Contract Agreement

The University School (USCO) is a not-for-profit, 501(c)(3) corporation. We are a ministry to Christian families, who desire a Christ-centered, quality education for their children. We are not subsidized by any church or denomination; as a result, tuition is our primary source of income.

We believe that the tuition and fees are an investment in your child's spiritual and educational development. The Board of Directors accepts responsibility for establishing policy concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of The Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

It is vital that all USCO families understand their financial commitments to the school and faithfully pay all tuition and other fees on time.

2019-2020 FEES

Application Fee: Due in full at the time Online Application is submitted – Nonrefundable

New applicants for enrollment must complete an online application and submit payment per student, which will cover all necessary costs of processing. Submission of an application is not a guarantee that your child will be accepted. 1st student application requires a \$50 payment; 2nd is \$30; 3rd and on are \$25.

Enrollment Fee: Per student and due at the time of Online Enrollment – Nonrefundable

The undersigned understands that students will not be officially enrolled in USCO or allowed to attend classes until Online Enrollment is complete, which includes payment of the Enrollment Fee. New K5-12th grade student Enrollment Fee is \$280; K4 Enrollment Fee is \$130. For re-enrolling families, \$100 per student is due at the time of re-enrollment; remaining balance per student is due through FACTS May 1, 2019.

All Fees: Due within 10 days of being posted to the family's FACTS account - Nonrefundable

These fees include but are not limited to book rentals, book purchases, student activities, individual class fees and re-enrollment fee balances.

Annual Tuition: Due 06-01-2019

USCO offers three payment options for annual tuition; details and associated charges are detailed below.

You must indicate your payment choice at Online Enrollment.

10 Monthly Payments	Bi-Annual (Two Payments)	Annual (One Full Payment)
June 1 through March 1	2% Discount	5% Discount
\$50 FACTS Setup Fee	June 1 and November 1	June 1
	<i>Tuition Assistance Recipients are not eligible for Advanced Payment Discounts.</i>	<i>Tuition Assistance Recipients are not eligible for Advanced Payment Discounts.</i>

TUITION DISCOUNTS AND TUITION ASSISTANCE

Eligibility:

Full-time Elementary students with a minimum baseline tuition of \$4400
Full-time Secondary students with a minimum baseline tuition of \$4950

Multi-student Discount:

2nd child 5%; 3rd child 10%; 4th child 15%; 5th child 20%; 6th child 25%; 7th child 30%

Accelerated Payment Discounts:

One Full Payment: Due June 1, 2019

Tuition is reduced by 5% (after deducting all other discounts) to any family paying in full by the due date. The 5% discount will be forfeited if tuition is not paid in full by the date set forth herein. The 5% discount will likewise be forfeited if payment is returned for any reason and not rectified on or before the due date.

Tuition Assistance recipients are not eligible for Advanced Payment Discounts.

Two Payments: 1st is due June 1, 2019; 2nd is due November 1, 2019

Tuition is reduced by 2% (after deducting all other discounts) to any family paying by the due dates. The 2% discount will be forfeited if Tuition is not paid by the dates set forth herein. The 2% discount will likewise be forfeited if payment is returned for any reason and not rectified on or before the due dates.

Tuition Assistance recipients are not eligible for Advanced Payment Discounts.

Tuition Assistance:

Reserved for full-time K5-12th grade students who were enrolled in 2018-2019

A limited amount of USCO Tuition Assistance is available for full-time K5-12th grade students *who were enrolled in 2018-2019*. Assistance is determined upon an independent, third party needs-based assessment, past financial responsibility, family commitment to USCO, and fund availability at the time of award. Awards ranging from 10% to no more than 40% are made by the Tuition Assistance Team; their decisions are final. Families receiving Tuition Assistance will be required to sign a separate Tuition Assistance Agreement.

New families in need of Tuition Assistance will be assessed for ACE Scholarship. Each year, USCO receives and awards a limited number of scholarships through ACE.

WITHDRAWAL POLICY

USCO's expenses are incurred on an annual basis; therefore, USCO will not refund tuition if a student withdraws for the 2019-2020 fiscal year (June - May). If a student is withdrawn for any reason during the fiscal year, USCO will not refund any payments. Additionally, if your Tuition Agreement is for monthly payments, USCO will collect one final payment and FACTS will be deactivated 30 days after withdrawal. There will be no refund, credit or reduction for any reason including absence, withdrawal or dismissal.

ADDITIONAL POLICIES

- Exit Interview - If a family chooses to withdraw a student, USCO requires an Exit Interview, which includes a brief meeting with an Administrator and a member of our financial team.

- Enrollment Priority - Returning full-time USCO students will be given priority for enrollment. Siblings of returning full-time students, who have not previously attended USCO, and part-time students, who are registering for full-time status for the first time, will be given priority over the newly interested students currently on the waiting list. New student acceptance is based upon space availability and submission and review of the appropriate application.
- The terms and conditions of the USCO enrollment packet and other policies, including the Student and Parent Handbooks, are hereby incorporated into the financial policies and agreement by reference.
- It is further understood that the students and their families will abide by all school policies and guidelines and will consult RenWeb assignments regularly each week of the school year.
- Adding and Dropping Classes - Students have an Add/Drop Window each semester within which to make schedule changes. USCO allows one free add/drop request per year. There is a \$10 fee per additional request.

TUITION PAYMENT & CONSEQUENCES OF DELINQUENT ACCOUNTS

- Agree to Pay: Families agree to pay tuition for the entire school year, August 2019 through May 2020.
- Tuition and Fees: Will be calculated at the time of enrollment.
- Mandatory FACTS Enrollment: Each USCO family is required to enroll in FACTS *Autopay* for tuition, fees and all incidental billing. Student/Activity/Class Fees for retreats, adventure, art, industrial arts and theater courses, extra activities, lunches, MadBro, curriculum purchase or rentals, etc. will be added to FACTS family accounts when applicable.
- Students Enrolling After August: USCO pro-rates tuition for students entering after the first quarter of school. All fees must be paid in full at the time of enrollment, along with the first tuition payment. All tuition payments must be completed by April 1, 2020.
- Course Cancellation: Should a course be cancelled for the year by USCO for any reason, the tuition amount for that course may either be refunded or credited to the family's account or transferred to an available course.

LATE PAYMENTS & DELINQUENT ACCOUNTS

- Non-sufficient Funds (NSF): A charge of \$30 will be assessed for each transaction not completed due to non-sufficient funds.
- Unresolved Status: If at any time during the FACTS payment plan term a request for payment is denied after three (3) attempts, the family account will officially enter an unresolved status. If a tuition payment or any other payment enters unresolved status per FACTS, including all incidental charges incurred on the FACTS account, and is thirty (30) calendar days overdue, USCO may impose any or all of the following sanctions, at the school's sole discretion, unless special payment arrangements have been made in writing and approved by Administration.
- Sanctioned actions that may be undertaken by USCO at their sole discretion include:
 - a. Assessing late fees of \$30 per FACTS withdrawal attempt for outstanding charges
 - b. Withholding academic records and transcripts
 - c. Disallowing Students' participation in school trips and/or activities
 - d. Withdrawing student from class participation
 - e. Withdrawing student from school
 - f. Using a collection agency
 - g. Initiating legal action, with attorneys' fees and expenses to be paid solely by the family against whom legal action is required for delinquency.

- Enrollment will be suspended if a family has an unpaid 2018-2019 tuition balance or any other charges in FACTS as of 5/01/2019. School records, diplomas and/or transcripts will not be released until all tuition and other charges have been paid in full.
- Enrollment will be withdrawn if a family has an unpaid 2018-2019 tuition balance as of 5/15/2019. School records, diplomas and/or transcripts will not be released until all tuition and other charges have been paid in full.

A failure or delay by USCO in enforcing an obligation, or exercising a right or remedy provided by this or other relevant USCO policies, does not amount to a waiver of that obligation, right or remedy; a waiver of a breach of a term of this or other policies of USCO does not amount to a waiver of a breach of any other term in this policy or other policies; and a waiver of a particular obligation in one circumstance will not prevent USCO from subsequently requiring compliance with the obligation on other occasions.