

2010-2011 FINANCIAL POLICY

REGISTRATION: An annual, non-refundable \$120 registration fee for each student is required at the time of registration. Students registering for the current school year after January 1, 2011 pay a non-refundable \$60 registration fee.

TUITION: The year's tuition will be collected in nine equal payments. It will be due on the first of the month starting on August 1, 2010 and continue through April 1, 2011.

A late fee of \$25.00 will be charged for tuition not received by the close of school on the 10th of the month.

Nonpayment may result in your child being denied admission to class. Should a family be unable to pay the tuition on time, the preschool office must be notified to make alternate payment arrangements.

Tuition will continue to be charged if the school is closed temporarily due to health precautions, such as weather conditions.

PAYMENT :

Payments can be made the following three ways.

Check: Checks should be made payable to **LORD OF LIFE PRESCHOOL** and put in the drop box at the downstairs preschool office door OR can be mailed to the preschool.

Cash: Cash payments should be given to the office staff only. Please do not give tuition to classroom staff or place in tote bags. Classroom staff is not authorized to accept tuition payments.

Internet:

ELECTRONIC FUNDS TRANSFER: Through Thrivent Financial Services' *Simply Giving* Program you may have your Preschool tuition automatically deducted weekly, bimonthly, or monthly from your checking or savings account at no cost to you or the preschool, and you do not have to be a Thrivent member. Simply call the Church Administrator, Gary James, at 703-323-9500 and he will forward you the appropriate application via email, fax, mail or pick-up to make it happen.

"BY WEB": Through **"By Web"** you can now go online via the Lord of Life Preschool web page [www.lordoflifepreschool.org] to make your tuition payment. Again at no cost to you.

Bill Pay: Another option available for anyone whose financial institution offers online bill payment options. Just follow the directions for your bank or credit union to create Lord of Life Preschool as a Payee at 5114 Twinbrook Road, Fairfax, VA 22032.

The start date for any of these should be August 1. The last payment is due April 1, therefore the end date needs to be after April 1 but before May 1.

A receipt will be distributed to each family monthly.

There is a \$30.00 fee for checks returned by the bank for insufficient funds.

Discounts: Discounts do not apply to the registration fee or to summer camp.

Non-Lord of Life Church member: A 10% discount off the annual tuition is allowed for the second child enrolled from a family during the same school year.

Lord of Life Church member: A 10% discount per child.

WITHDRAWAL: A 30-day advance written notice is required if a student needs to withdraw. Failure to provide 30-day advance written notice may result in forfeiture of prepaid tuition. Tuition must be paid during any extended absence in order to secure the child's place in the school.

POLICIES: Lord of Life Preschool admits students of any race, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, or national/ethnic origin in the administration of our educational policies, admissions policies, scholarship programs, and athletic or other school administered programs.

Approved January 2010 by the Preschool Advisory Board