



# SANTA CLARITA CHRISTIAN

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SCHOOL

1. Tuition fees are due and payable on or before June 1<sup>st</sup>. SCCS has a 12-month payment plan with the first tuition payment due June 1<sup>st</sup> each year.
2. All monthly payments are due the 1<sup>st</sup> of the month with a 15-day grace period ending the 15<sup>th</sup> of the month. A \$25 late fee will be charged if payments are not received by the 15<sup>th</sup> of each month. Withdrawals that have insufficient funds will be charged an additional \$25.
3. It is important for all accounts to be kept current so that SCCS can meet its financial obligations. If any charges, including materials fees, day care fees, and other miscellaneous charges are unpaid past the 25<sup>th</sup> of the month, the student may be asked to stay out of school until the bill is paid.
4. Full tuition is charged for the first three children in a family. The oldest child in a family is considered the “first” child in determining tuition costs. The second and third children in the same family (household) are charged a discounted rate. There is a 50% tuition discount for additional enrolled children beyond the third in the same family (household).
5. **Early notification of withdraw is critical.** Since hiring and purchasing decisions are made based upon enrollment, students who withdraw after the first day of school are responsible for any billed tuition, fees, and fines in addition to one full month's tuition beyond the date of withdraw notification. (Example: A family that notifies of withdraw on September 15<sup>th</sup> would be responsible for tuition through the end of October and may continue attending through that day.) This helps offset the loss of income. When withdrawing from SCCS, parents must notify the Registrar's office in writing or by email to officially notify SCCS. All school property, such as iPads, textbooks, and sports uniforms, must be returned to SCCS.
6. When students withdraw before school starts, tuition payment, registration fees, and book fees already paid are **not refundable**. When students are enrolled, SCCS makes financial commitments including hiring decisions and materials purchases to accommodate the student and cannot refund these fees when students withdraw prior to the first day of school.
7. Students may lose their spot on the roster in the event that the first tuition payments are late, and the account is not current. This may result in the loss of reservation for that student(s), and another student on the waiting list may assume that position.
8. Day Care charges are billed monthly and are delinquent if not paid by the 15<sup>th</sup> of the month. Day Care is \$15 per hour. These charges are billed in 15-minute increments so that any portion of a 15-minute period will result in a charge for 15 minutes. There is a \$10.00 minimum charge for any use of Day Care. Day Care begins at 3:15 p.m. and ends at 5:00 p.m. Students who are not picked up by 5:00 p.m. will be charged a fine of \$1.00 per minute. SCCS will only bill the family of the child using Day Care services regardless of situations that arise with carpool arrangements.
9. To offset additional banking charges, a \$25 fee will be assessed on all returned checks (i.e., Lunch Program, field trip fees, etc.).

