

**TRINITY LUTHERAN CHRISTIAN SCHOOL
FINANCIAL AGREEMENT & REFUND POLICY
2024 - 2025**

- APPLICATION FEE:** The Application Fee is non-refundable.
- ENROLLMENT FEE:** The Enrollment Fee is non-refundable. However, there are certain circumstances beyond a family's control (ex. moving out of town) before school starts, then a portion or the entire enrollment fee may be refunded, upon request on a case-by-case basis.
- TUITION:** Any unused portion of pre-paid tuition will be refunded on a pro-rated basis.
- LUNCH & MILK:** Unused lunch and milk payments will be refunded.

OTHER POLICIES

1. All REVISED FINANCIAL AGREEMENTS are subject to school board review and approval at any regularly scheduled meeting.
2. Any REVISED FINANCIAL AGREEMENT may be changed at any point under the guidance and direction of the school administrator.
3. Any REVISED FINANCIAL AGREEMENT shall be revoked if the agreement is not being followed or communication with the school administration and business office is no longer being accomplished.

REFUND POLICY

1. Must have the approval of the full school board at a regularly scheduled meeting.
2. Are subject to the clearance of any checks, and to any finance charges if payment was made by credit card.
3. Will be made by check regardless of the method of payment.
4. Will be made within 30 days of board approval.

Parents Names (Guardian): _____
Last
Father
Mother

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Father's Work #: _____ Mother's Work #: _____

Father's Email Address: _____

Mother's Email Address: _____

Father's S.S. #: _____ Mother's S.S. #: _____

Father's Driver's License #: _____ Mother's Driver's License #: _____

| Names of Children | Grade | Application Fee | Materials Fee | Tuition |
|-------------------|-------|-----------------|---------------|---------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| Total: | | _____ | _____ | _____ |

I agree to pay the fees in the amount listed above. I read and understand the Financial Policy Agreement as outlined above.

Signature of Parent: _____ Date: _____