

# Registration Policy

## St. Paul's Lutheran School

### **I. Purpose:** The purpose of this policy is to...

- A Provide the Board of Christian Education with a comprehensive plan for setting registration fees, athletic fees, and other school fees.
- B Provide a comprehensive plan for collection of registration fees, athletic fees, and other school fees by the treasurer and school staff.
- C Provide a consistent plan for the collection of delinquent accounts.

### **II. Setting School Fees**

- A After approving a comprehensive budget, The Board of Christian Education (herein after referred to as the BOCE) will be responsible for setting registration and school fees for the next school year. The BOCE will set those fees before registration day. The BOCE should use, but is not limited to using the following criteria for determining all school fees for the upcoming year.
- B The total cost of operating the school divided by the number of students. These costs would include.
  - 1. Operating Cost
  - 2. Athletic Program Costs
  - 3. Milk Program Costs
  - 4. Reserve Accounts for equipment or other planned expenditures.
  - 5. A Contingency Fund equal to 20% of the budget to provide a financial cushion in the event of unforeseen circumstances (declines in donations or assistance, a high rate of unpaid fees, unexpected equipment replacement, etc.). Funds from this account cannot be spent without Board approval.
  - 6. Consideration of how to offset the costs of school fees by using unspent revenue from the previous budget.

### **III. Registration**

- A Notification: It will be the School Principal's responsibility to notify the families of students or prospective students, and provide them with the following information and forms.
  - 1. The dates and times set aside for registration on and before registration day.
  - 2. The registration policies
  - 3. A blank registration form
  - 4. A blank enrollment form
  - 5. A financial assistance application if requested

- B Incentive: The Board of Christian Education may offer a financial incentive to families that:
1. Register on or before the designated registration day; and
  2. Pay 100% of all registration and school fees at the time of registration.
- C Payment Options:
1. Full payment at time of registration.
  2. Payment Plan
    - a. Families must pay at least 50% of all school fees at the time of registration.
    - b. The remaining unpaid balance of school fees will be divided into monthly payment(s), with the final payment being due by the end of the third quarter of the current school year.
  3. Registration fees should be paid by:
    - a. Check, Bank Draft, or Money Order
    - b. If full payment is not possible a board approved payment plan will be established.
  4. Full payment of fees at the time of registration is encouraged by the BOCE
- D Restrictions: Unless otherwise directed by the Board of Christian Education, the Treasurer and the school staff shall not register the student of any family that:
1. Has an outstanding balance of registration or school fees from a previous year.
  2. Cannot pay 50% of all registration and school fees at the time of registration.

#### **IV. Delinquencies:**

- A Reminder Letter: The treasurer of the BOCE will cause a reminder letter to be sent to any family that falls behind on their approved payment plan. Each Family will receive only one reminder letter. The Principal will receive a copy of the letter. The letter shall notify the family:
1. The amount they are behind in their payments.
  2. Their student(s) will **not be allowed** to participate in any extracurricular activities until the payments are caught up
    - a. The principal will have the responsibility of keeping the student(s) from participating in extracurricular activities.
  3. One month grace period will be given to catch up on missed payments before the suspension of student(s) becomes necessary.

- V. Appeals:** If any section of this policy creates an undue hardship for a family, the family may request the Board of Christian Education to give consideration to their special circumstances.
- A It will be the **responsibility of the family** to initiate any appeal by making contact with the BOCE by letter, or by making an appointment to appear at a BOCE by contacting a current board member, our principal or a pastor. Each appeal should provide the BOCE with the following information:
1. The reason the policy creates an undue hardship for the family.
  2. A plan of action that will explain how they intend to pay outstanding fees.  
The plan will include:
    - a. A revised repayment plan
    - b. A timetable for repayment
- B The BOCE will review the information presented or supplied. They may:
1. Make an exception to the policy
  2. Amend the terms of the proposal and make an exception to the policy under the amended terms.
  3. Enforce the existing policy as written
- C Any action taken under section V of this policy will require a simple majority of the BOCE
- D All information supplied to the BOCE under section V of this policy shall be considered confidential:
1. School Staff and BOCE members will limit discussion of the information provided to those present at the BOCE meeting at which the appeal was presented.
    - a. The President of the BOCE or BOCE members may disclose all or part of the information to the church council or other church officials or representatives as may be necessary for conducting official church business.