

## FEES & EXPLANATIONS

### 2023-2024 School Year

*This schedule contains a summary of tuition, fees, and financial policies. ICS families should review the complete document annually. Please contact the Director of Finance with any questions.*

**Application Fee:** (For new applicants only)..... \$150

The non-refundable application fee is paid when the application is submitted. Additional applications for siblings are \$75. A student not currently enrolled in ICS but who has a prior application on file will be charged an application renewal fee of \$75.

**Assessment Fee:** (For new student admission)..... \$40 - \$125

May not be required; fee based on records provided and assessment need.

**Tuition:**

Kindergarten - Grade 4 ..... \$14,630

Grades 5 - 8 ..... \$15,305

High School ..... \$19,795

**Activity Fee:** Annual charge for field trips, most school supplies, and common activities.

Kindergarten - Grade 4 ..... \$115

Grades 5 - 6 ..... \$235

Grade 7 (includes Creation Museum Trip) ..... \$525

Grade 8 (includes Wilderness Retreat) ..... \$435

High School Modules (Fine Arts, STEM, Business) ..... \$150

High School Retreat ..... \$150

High School Graduation Fee for ICBS Seniors Only ..... \$200

After School Clubs ..... Fees vary

**TravelTerm:** Required for all high school students. Students are asked to participate in fundraising activities in support of Travelterm. Annual tuition for a full-time ICBS student includes the Travelterm costs of airfare, hotel, most meals, transportation, and admission to all museums and historical sites.

**Technology Fee:** Annual charge to fund the ICS Technology Program.

Kindergarten - Grade 4 ..... \$200

Grades 5 - 8 ..... \$250

High School ..... \$300

**High School Facility Fee:** To maintain the ICBS campus (utilities, cleaning, maintenance, etc.)

Grades 9 - 12.....\$1,500

**Security Fee:** To implement and maintain enhanced security measures.

Per family..... \$700

**For students enrolling after September 10th, tuition and fees will be prorated based on the number of school days remaining. TravelTerm costs will be included in full for high school students.**

**Middle School Athletic Fee:** Per sport fee charged for participation in extracurricular sports.\*

**High School Athletic Fees:** Per sport fee charged for participation in extracurricular sports.\*

*\*Each season there are a variety of sport options available for students in 5th grade through high school. Depending on student interest, facility scheduling, and league participation, available sports may include cross country, soccer, basketball, flag football, volleyball, tennis, baseball, golf, swim, and dance. We continue to evaluate expanding available sports that we offer to students and will provide advance notice to families prior to the start of each athletic season. Athletic fees generally range from \$100 - \$300 per season, depending on number of games scheduled. Fees will be provided in writing in advance of team tryouts or registration.*

**KINDERGARTEN THROUGH 8TH GRADE SERVICES**

**Private Music Lessons:** Optional (30 minute lesson)..... fees vary by instructor

**Orchestra & Band Ensembles:** Optional, various beginner through advanced classes offered.

1 - 3 days per week (annual fee)..... \$200 - \$450

**Educational Resources:** As needed.

**NILD Therapy** (Annual fee)..... \$4,710

Supplies: Annual Fee for New/Returning NILD students..... \$125/\$70

**Barton Therapy** (Annual fee) ..... \$3,420

Supplies: Annual Fee for Barton students..... \$50

**Tutoring Service** (per 30 minute session)..... \$20 - \$25

**Executive Function Assistance** (per 30 minute session)..... \$20 - \$25

**PARENT SERVICE HOURS**

The Parent Service Hours requirement is designed to involve parents more consistently in the life of the school. It also extends tuition dollars by having volunteers perform some tasks that might otherwise have to be paid for through professional services.

The main advantage of this program is that it encourages all parents to participate in service to the Lord’s work at ICS. It helps every parent take ownership in the ministry of Immanuel Christian School, see the school in a practical and personal way and stand shoulder-to-shoulder with other parents in service activities. Many projects are available to ensure all willing parents have a means to fulfill this requirement. Examples include: helping with classroom events, chaperoning field trips, and assisting the office with clerical tasks. Opportunities to serve are coordinated by teachers, Parent Service Teams, and office staff.

Required annual service hours are as follows:

**Kindergarten – high school families:** 20 annual service hours per family/10 annual service hours for single-parent families.

**High school only families:** 10 annual service hours per family/5 annual service hours for single-parent families.

*Parents who are unable to serve their hours in full are required to pay at the rate of \$15 per hour for hours not served, which may be added to tuition payment plan collections. Parents are required to track and report hours served each semester through the ParentSquare app.*

## EXTENDED CARE

Extended Care for kindergarten through 8th grade students is offered on regular school days and some teacher workdays. There is no Extended Care for high school students but there are a number of after school sports, clubs, and activities available.

**Note:** There is no afternoon extended care the day before Christmas break or the last day of school.

### Annual Fees for Extended Care:

Before school, Monday – Friday, 7:00 – 7:55 a.m.....	\$750
After school, Monday – Friday, end of school day until 6:00 p.m.....	\$1950

### Afternoon Extended Care for Specific Days (based on school year calendar):

Mondays Only.....	\$450
Tuesdays Only.....	\$575
Wednesdays Only.....	\$575
Thursdays Only.....	\$575
Fridays Only.....	\$450

### Non-School Days:

Teacher inservice/workdays (8:00 a.m. – 4:00 p.m.).....\$65/day or \$650/year for all days offered.

**Late Student Pick-Up Fine:** ..... \$15 per 15 minutes, or portion thereof (fines double after third infraction).

**Deposit (Non-refundable):** 10% (20% after July 1st) of total Extended Care fee reserves a space for each student. The deposit is due in March (re-enrollment) or upon enrollment (new students). Spaces are limited and are filled on a first come, first served basis.

Extended Care cannot accommodate “drop-in” students; however, short-term contracts may be **pre-arranged** if space is available. Requests must be made a minimum of 48 hours in advance and prepayment is required; otherwise, late pick-up fines apply. Contact the Director of Finance for details.



## FINANCIAL POLICIES & PAYMENT PLANS

All payments will be collected through the tuition payment service, FACTS Tuition Management Service. **FACTS registration is mandatory for all families.** It is safe and confidential. FACTS processes monthly payments on either the 5th or 20th of each month through automatic electronic debits and transfers these payments to the school's financial institution. FACTS payments can also be made by credit card; however, a convenience fee of approximately 2.95% applies. FACTS charges a fee of \$55 annually, payable at enrollment / re-enrollment. This fee is waived for families selecting the one-payment or two-payment plans.

### ENROLLMENT DEPOSIT

**For all new students,** an enrollment deposit paid through FACTS is required upon acceptance to reserve a place. Prior to July 1, the deposit due is 10% of tuition. For new students accepted after July 1, 20% of the tuition is due before a student begins class. The balance of tuition and fees can be spread over the remaining months through May. Withdrawal carries a financial penalty. See *Withdrawal and Refund Policy*.

**For all returning students,** a re-enrollment deposit of 10% of tuition will be collected through FACTS in March. This payment holds a place for a returning student. Withdrawal after re-enrollment carries a financial penalty. See *Withdrawal and Refund Policy*.

### PAYMENT PLAN OPTIONS FOR BALANCE DUE

**1 Payment:** After the enrollment deposit, the balance of tuition and fees is collected through FACTS by May 15.

**2 Payments:** After the enrollment deposit, the balance of tuition and fees is collected through FACTS in two payments, May 15 and January 15. The first payment is due with deposit if enrolling after May 15.

**Monthly Payments Ending in February:** After the enrollment deposit, the balance of tuition and fees is divided into monthly installments and collected through FACTS from June through February.

**Monthly Payments Ending in May:** After the enrollment deposit, the balance of tuition and fees is divided into monthly installments and collected through FACTS from June through February, plus April and May. No payments are withdrawn in March for the current school year since re-enrollment fees for the upcoming year are collected each March. Regardless of enrollment date, payment schedules do not extend past May.

Sample payment schedules are available on our website: <http://www.icsva.org/admissions/tuition>.

You may be able to pay tuition with a **529 plan**, details are on our website: <https://www.icsva.org/admissions/questions/>. Consult your tax advisor and 529 plan administrator for details. Improper distributions may result in taxes or penalties.

### TUITION DISCOUNTS

**Multiple-Child Discounts:** Tuition discounts are available for families with more than one child attending. Discounts apply only to tuition.

**2 children** ..... Add up the full tuition for all students at stated rates and deduct 5% from the total.

**3 children** ..... Add up the full tuition for all students at stated rates and deduct 12% from the total.

**4 or more** ..... Add up the full tuition for all students at stated rates and deduct 17% from the total.

**Other Tuition Discounts:** A 20% discount is available to pastors employed full-time in Christian ministry with the primary role of preaching the gospel. The Pastor Discount Verification Form is available through the Admissions Office. Only one discount may be applied.

**Scholarships:** Active Immanuel Bible Church members are eligible for scholarships up to \$1,000 per full-time student which will be applied prior to other qualifying discounts. Contact Admissions for requirements or view details on our website: [www.icsva.org/admissions/tuition](http://www.icsva.org/admissions/tuition)

## FACTS CONTRACT INFORMATION

Online account access is available through the FACTS link from the ICS website. FACTS representatives can help with a variety of account questions 24 hours/day at 1.866.441.4637. Request for delays in automatic payment withdrawal date (up to five days) may be made a **maximum of four times per year**. Payment date changes can be made online or by FACTS representatives 24 hrs/day or submitted to the Director of Finance. All payment date adjustments must be made at **least five business days prior to the scheduled FACTS withdrawal date**. Payments that have been rescheduled due to a failed withdrawal (insufficient funds) cannot be further delayed.

## WITHDRAWAL & REFUND POLICY

When a student is withdrawn **prior** to the start of school, payments collected are non-refundable (up to a maximum of 25% of total annual tuition and fees). Late decisions to move, to homeschool, or to attend another school are examples of situations that the School Board has determined not acceptable for granting refunds. When a student is withdrawn during the school year, tuition and fee charges will be computed to the day of withdrawal plus 30 days, or 25% of total annual totals, whichever is more. Student report cards will not be released until all fees, tuition, or fines are paid.

## DELINQUENT PAYMENTS

**Notification:** Collection is attempted by FACTS on the 5th or 20th of the month as directed during FACTS Agreement setup. To re-schedule a payment due to a personal financial problem, a request for special payment arrangements must be submitted to the Director of Finance **at least 5 business days prior to the scheduled FACTS automatic withdrawal date**.

**Missed Payments:** If FACTS payments are denied (missed) for any reason, including insufficient funds or stop-payment orders, FACTS charges a \$30 fee. Withdrawal will be re-attempted by FACTS approximately 15 days from the original payment date. For example, if a payment scheduled for the 5th is denied, FACTS will charge the account \$30 and then re-attempt withdrawal on the 20th. FACTS will provide a re-attempt schedule for each missed payment.

**Suspension:** If two monthly payments are missed (i.e. three unsuccessful withdrawal attempts) and arrangements have not been made with the Director of Finance to settle the account or initiate a revised payment plan, the student(s) will be suspended from school until the account is made current. A late fee of 5% of the total amount overdue may be added to the delinquent account.

**Returned Checks:** There is a \$25 service fee if any check written to the school is returned unpaid for any reason, including insufficient funds or a stop payment order.

## TUITION ASSISTANCE

Immanuel Christian School has a Tuition Assistance program for families demonstrating genuine financial need. Tuition Assistance is made available by a designated amount in the annual ICS budget as well as through funds donated specifically for that purpose. All families are asked to conscientiously pursue other means of meeting their tuition needs (such as part-time employment, help from extended family members, utilizing savings, reducing expenses, etc.) before asking the school for assistance. **Returning families interested in continued assistance must re-apply each year.** Please understand there is no guarantee that assistance will be approved or continue at the same level each year. Questions should be directed to the Director of Finance.

**Applications for Tuition Assistance must be submitted with all required documentation by January 13th.** Applications are confidentially processed online through FACTS at <https://online.factsmtg.com/signin/3CV7X> for a \$40 processing fee.

Until a decision is made, full tuition payments are due. Families approved for assistance will have their balance and remaining payments adjusted to compensate for any full payments made. Assistance awards are limited to a maximum of 50% of the net tuition due and apply to tuition only; all other fees and charges are due in full.

## PARTNERSHIP FUND

**The cost of educating our students is not covered by tuition alone.** We trust God every year to provide for this ministry through gifts. The annual Partnership Fund is designed to communicate our fundraising needs to parents and friends in order to support the school financially. These gifts are tax deductible and can often be matched by employers and corporations through matching gift programs. Immanuel Bible Church also significantly underwrites the school ministry through the yearly provision of free classroom and office space, free utilities, and free custodial support. Without this help and the gifts from parents and friends, tuition rates would be much higher. We ask that each family prayerfully consider how they can participate in the Partnership effort.

## NON-DISCRIMINATION POLICY

Immanuel Christian School does not discriminate on the basis of race, color, national, or ethnic origin in its administration of admissions, tuition assistance, or school policies.

