

FEES & EXPLANATIONS

2024-2025 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 - \$75
May not be required; fee based on records provided and assessment need.

TUITION:

Kindergarten - Grade 4 \$15,360
 Grades 5 - 8 \$16,070
 High School* \$20,785
**TravelTerm: Annual tuition for a full-time HS student includes the costs of airfare, hotel, most meals, transportation, and admission to all museums and historical sites. TravelTerm is required for all high school students.*

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 Seniors Only \$200
 After School Clubs Fees vary

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 HS 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.

ATHLETICS FEES*: To cover uniform and equipment costs associated with athletics. Charged per team 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, cheer, 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 \$150 - \$300 per season, depending on number of games scheduled. Fees will be provided in writing in advance of team tryouts or registration.

ADDITIONAL SERVICES

PRIVATE MUSIC LESSONS: Optional (30 minute lesson) fees vary by instructor

EDUCATIONAL RESOURCES: As needed.

NILD Therapy (Annual fee)	\$4,710
<i>Supplies:</i> Annual Fee for New/Returning NILD students	\$125/\$70
Barton Therapy (Annual fee)	\$3,420
<i>Supplies:</i> Annual Fee for Barton students	\$50

PARENT ENGAGEMENT HOURS

The Parent Engagement 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, planning events, attending select school seminars, helping in the library, volunteering in the lunchroom, assisting the office with clerical tasks, and other opportunities as needed. Opportunities to serve are coordinated by teachers, Parent in Partnership Teams, and office staff.

Required annual hours are as follows:

KINDERGARTEN - HS FAMILIES: 20 annual engagement hours per family/10 annual engagement hours for single-parent families.

HIGH SCHOOL ONLY FAMILIES: 10 annual engagement hours per family/5 annual engagement hours for single-parent families.

Parents are required to track and report hours served each semester through the ParentSquare app.



KINDERGARTEN THROUGH 8TH GRADE 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.	\$1,950

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 Finance Office 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 1st, the deposit due is 10% of tuition. For new students accepted after July 1st, 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 & Refund Policy* below.

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 & Refund Policy* below.

PAYMENT PLAN OPTIONS FOR BALANCE DUE

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

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

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: www.icsva.org/admissions/tuition.

You may be able to pay tuition with a 529 plan, details are on our website: www.icsva.org/admissions/tuition. 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.

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 100% of 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 annual total, whichever is more. Fees are not refundable. 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 13.

Applications are confidentially processed online through FACTS at <https://online.factsmtg.com/signin/3CV7X> for a \$45 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

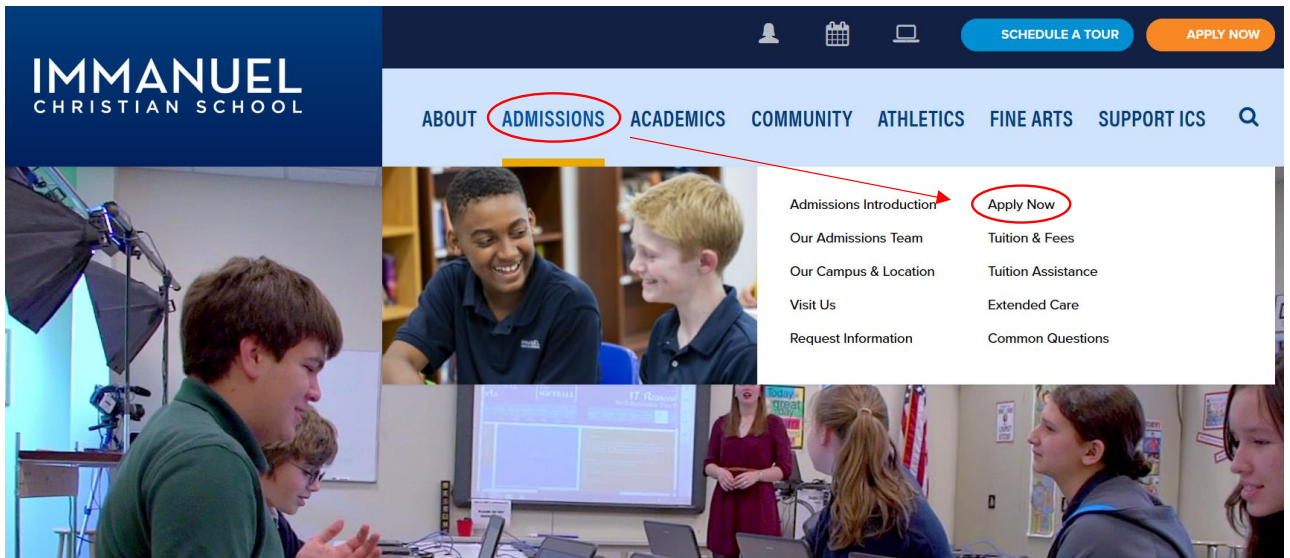
The cost of educating our students is not covered by tuition alone. We trust God every year to provide for this ministry through gifts. The annual Partnership Fund is designed to communicate our fundraising needs to parents and friends in order to support the school financially. These gifts are tax deductible 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.



APPLYING ONLINE IS EASY! FOLLOW THESE INSTRUCTIONS TO GET STARTED:



APPLICATION PROCESS

- ▶ STEP 1: Schedule a Tour or Attend an Admissions Preview Day
- ▶ STEP 2: Complete the Online Application
- ▶ STEP 3: Submit School Records and Evaluation Forms
- ▶ STEP 4: Schedule Student Assessment
- ▶ STEP 5: Attend Parent Interview
- ▶ STEP 6: Receive Notification of Decision
- ▶ STEP 7: Pay Your Deposit

Contact the Admissions Office if you have any questions at 703.941.1220 or email admissions@icsva.org.

READY TO BEGIN A NEW APPLICATION?

CLICK TO CREATE AN APPLICATION ACCOUNT.

After you create an account you will be instructed on how to complete the online application. The application fee is paid online and due upon submission of the completed application.

Create new online application account here:
https://icsva.schooladminonline.com/users/sign_up

Return to online application account here:
https://icsva.schooladminonline.com/users/sign_in

Create an Account

Name

First Last

Email

Password

Password confirmation

[Create Account](#)

ADMISSIONS CHECKLIST

Submit online application: First round review application deadline is January 13, 2025 for the 2025-2026 school year.

Provide supplemental items:

All Applicants

- Academic Records (previous report cards; standardized or educational testing, if applicable)
- Pastor or Ministry Leader Reference Form
- Copy of Birth Certificate
- Page one of Virginia School Entrance Health Form (no physician's signature required)

Kindergarten Applicants

- Parent Statement Form
- Preschool Teacher Questionnaire
- Admissions Assessment

1st - 8th Grade Applicants

- Parent Statement Form
- Teacher Reference Form
- Administrator Reference Form
- Admissions Assessment

High School Applicants

- Parent Questionnaire
- Student Insight Form (completed by applicant)
- Teacher Recommendation Form
- Administrator Reference Form
- Admissions Assessment

Interview with ICS Leadership: Scheduled by Admissions Office

Parent Interview: required for all grades.

Student Interview: K-4th grade students upon request; required for middle school and high school applicants.

Applications can be submitted at any time between September 1 and January 13, with a January 13 first round review deadline. The first round of acceptances takes place after re-enrollment for current families is complete and tuition is set. Rolling admission continues until classes are full. Students may be added to the wait pool at that time. Wait pools are not prioritized waiting lists; if an opening arises in a grade, the Admissions Director and the admissions team will determine which applicant in the wait pool best fills the enrollment position. The wait pool does not carry over from year to year. Placement in the wait pool one year does not influence admission decisions for any following year in which the student reapplies.

Selection for available positions is based upon the student's application date, compatibility with the school's educational and spiritual objectives, and suitability for the class to which they seek entry.

We require all students reside with a parent, stepparent, or legal guardian. We do not have a program for international students and do not issue I-20 visas.