

RENTON PREP CHRISTIAN SCHOOL

FINANCIAL AGREEMENT

The annual cost of education, including tuition and fees, is levied on a per year basis and, if warranted due to budgetary issues, an optional readjustment can be added by January 15. Cost is determined by the Church Council of Amazing Grace Lutheran Church, the sole owner and operator of Amazing Grace Lutheran Church, the sole owner and operator of Renton Prep Christian School. The total tuition/fees due for your student(s) will be billed and can be paid in full by July 15th by 11:59pm. The first payment is due no later than 2 weeks after official enrollment which occurs when you submit these documents. Your 2nd payment is due July 15th and each month thereafter until paid in full. Please select your payment option during your enrollment process.

The tuition rate does not include uniforms, extended before and after school care, personal classroom supplies, lunches or snacks, or personal digital devices (touchscreen laptop for 1st-2nd grades, Microsoft Surface 3 or higher for 3rd-10th grades) or any other individual items that may be added as part of the school program.

In order to meet the school's financial obligations each year, student enrollment is on a yearly basis and tuition commitment is on a semester basis. We acknowledge that our financial commitment to Renton Prep is based on a full semester basis. Families withdrawing before the end of a semester will be responsible for the full semester's tuition. Notice of withdrawal must be received on or before June 15th to avoid paying for the entire first semester. Notice of withdrawal must be received on or before December 1st to avoid responsibility for paying for the entire second semester.

If you choose to withdraw your student after Evergreen Enrollment, please note the associated withdrawal fees applied after February 9th. There is no withdrawal fee if withdrawal occurs before February 9th.

- \$1,500 if withdrawal occurs between February 9th – March 14th
- \$3,000 if withdrawal occurs after March 15th
- After the first tuition due date, June 15th, the guidelines set out in the financial agreement for the School Year will apply

Payment Schedule: New Student(s) first payment is due before but no later than 2 weeks after official enrollment (when these documents are submitted), with the next payment due no later than July 15th by 11:59pm. If payments are not received by the deadlines, we reserve the right to immediately withdraw the offer for enrollment and release the space to a student on our waiting list.

Tuition payments are due on or before the fifteenth day of each month by 11:59pm. If the payment due date is on a school holiday, a Saturday, a Sunday or any other day when school is not in session, payments are still due on the 15th by 11:59pm. All payments will be processed by Renton Prep using the Tuition Education Platform (TuitionEP) App. All fees, including tuition, will be paid through the Tuition Education Platform (TuitionEP) App. There is no reduction in tuition and fees for holidays, vacations, illnesses or absences or emergency closures. All field trips requiring prior reservations are non-refundable due to absence as reservations are completed based upon the expected student population and are paid well in advance of the actual field trip date.

Student(s) may not be permitted to attend school beginning the NEXT school day if Tuition/Fees account ever becomes past due. The School Policy states that dismissal may result if payment arrangements, approved by the School, have not been made by 11:59pm on the date due. There is no grace period granted for any delinquent payment. Admittance to school may be permitted after any late payment, with all fees, are paid in full. Any delinquent account may be submitted for collection assistance and the student(s) may not be allowed to return to school unless and until the delinquent account has been satisfied. Any fees incurred for collection of delinquent accounts, including attorney fees, shall be borne by the financially responsible parent/guardian.

WITHDRAWAL AFTER ENROLLMENT POLICY

If a student(s) is enrolled and then withdrawn at any time after 12:01am on May 15th, a withdrawal fee of \$3,000.00 per child will be assessed. The withdrawal assessment fee becomes payable in full within 48 hours after withdrawal. Any tuition/fees paid prior to withdrawal may, upon the sole decision of the Church Council, be credited to the withdrawal assessment.

WITHDRAWAL ANYTIME ON OR AFTER JUNE 15th, OF THE SCHOOL YEAR

If a student(s) is withdrawn or enrollment is revoked anytime on or after June 15th, full and complete payment for the entire semester is due.

If a student(s) is withdrawn or enrollment is revoked anytime during any subsequent months, after December 1st, full tuition for the balance of the school year is due. This includes outstanding fees and before/afterschool care. The complete balance for the school year will be due, no later than 11:59pm of the 5th business day after the date of withdrawal or revocation of enrollment.

Verbal notification of withdrawal is not accepted. All withdrawals must be done through the website by filling out the form located here: <https://rentonprep.org/student-withdrawal/>

Once received, the withdrawal becomes effective immediately and the School may immediately release your reserved space to another student. Releasing a space to a new student(s) does not release you from fulfilling the terms of this financial agreement.

No Pro-Rated Return of Payments: In the event my Student(s) does not actually attend school or begins and is voluntarily withdrawn or dismissed from RPCS will not receive pro-rated reimbursement for any payments received by the School except for such credit refund that may be due after payments have been applied to any outstanding balance that is due or may become due. In the event of voluntary withdrawal or revocation of enrollment all payments must be fulfilled based on the terms outlined in this financial agreement.

Renton Prep Christian Schools are an integral part and a ministry of Amazing Grace Lutheran Church. The Church has the right to use church funds for school expenses or purposes. Additionally, RPCS herein reserves the right to use the school finances in *any* way or manner we deem necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding upon RPCS.

Renton Preparatory Christian School reserves the right to grant an exception to these financial policies on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward enrolls and/or attends RPCS.

Families of students who do not return textbooks or school owned digital devices by the end of the school year, or when a student withdraws from RPCS, will be assessed the actual costs of the replacement value of the textbook or digital device plus a \$35.00 reordering fee per item.

All disputes and claims related to student's participation and/or enrollment at RPCS including but not limited to, any statutory or common law claims for discrimination, breach of contract, and all other claims shall be resolved by mediation and binding arbitration. Mediation and binding arbitration shall be before a mutually acceptable person who is a practicing attorney with a minimum of ten years' experience or a retired judge and a member of a Lutheran Church - Missouri Synod church. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. The laws of the State of Washington shall govern.