

## **HIGHLAND CHRISTIAN SCHOOL FINANCIAL SUMMARY for 2025-2026**

The Finance Committee of the Board of Directors has set the below summarized gross tuition based upon the 2025-2026 annual budget approved by the Board of Directors in February of 2025. This budget is subject to the approval of the Association at its annual meeting scheduled for April.

- A. Tuition: \$9,150.00 per full-time student
- B. Bus Fee: \$600.00 per child for students using a.m. and p.m. bus service  
\$300.00 per child for those desiring to use the bus one way
- C. Building User's Fee: \$350.00 per family with one or more full-time student
- D. Jr. High Technology Fee: \$125.00 per Jr. High student

The Finance Committee expects regular monthly payments from everyone in conjunction with the monthly installment billings. All accounts must be paid in full by April 25, 2026. If you receive Indiana Choice Scholarship funds, you will be billed the net amount you owe on a monthly installment basis as well.

### **TUITION POLICY**

The Board of Directors has established this Tuition Policy to bring greater fiscal accountability to the school's budget. The policies are designed to eliminate or control delinquent tuition balances from month-to-month during the school year and from one school year to the next. The Tuition Policy is outlined below.

- A. Tuition payments are based on a ten (10) month payment schedule, the first of which is due on or before July 25. The balance of your tuition will be divided into nine (9) monthly installments. Your next statement will be emailed in August and tuition is due by the 25<sup>th</sup>. **All accounts must be paid in full by April 25, 2026.**
- B. Any family that falls two months behind in their tuition obligation must meet with a representative of the Finance Committee. It is the family's responsibility to contact the school business manager when problems arise with the tuition payments.
- C. A student will not be permitted to return to school at the end of the third month in which the family is behind on its tuition unless they have met with and received approval from the Finance Committee.
- D. At the discretion of the Finance Committee, Enrollment Holds and Provisionary Re-enrollment Contracts may be issued to families with a past due balance or a history of non-payment. Families with a history of non-payment may be required to submit a down payment, equivalent to one month's tuition, at the time of enrollment. If payment is not made by the established deadline, your enrollment contract will be referred to the Finance Committee for termination. Articles "A-C" above must be satisfied before a student is permitted to start the new school year.
- E. Tuition accounts that are delinquent (8<sup>th</sup> grade students) will be addressed in this way:
  - The student (if academically eligible) will be permitted to participate in ceremonies.
  - The signed diploma will be withheld until the tuition balance is paid.
  - The signed diploma will be released upon completion of tuition payment of the 8<sup>th</sup> grade student. Balances owed for other students within the same family will be considered for arrangements by the Finance Committee.
- F. If a family withdraws their student(s) from Highland Christian School during the school year, the tuition fee and bus fee will be calculated on a per day basis. The building user fee is a yearly fee and will not be refunded.
- G. Families issuing a payment with insufficient funds will be billed a returned payment fee of \$30.00 per each occurrence. Payment and the non-sufficient funds fee ("NSF") must be made with cash or money order within five days. After two NSFs in four months, all payments during that school year must be made with cash or money order.
- H. Indiana Choice Scholarship applications are due by April 30, 2025. Families that submit their application after this date will be required to pay \$200 per month/per student towards their tuition (in addition to other monthly charges such as Building User Fee, Bus fee, etc.) while their application is pending.

### **HOT LUNCH POLICY**

There are no refunds on hot lunch tickets; however, tickets are transferable to family members.

***\*It is the family's obligation to contact the Treasurer or Business Manager when unforeseen circumstances arise with tuition payments.***

Finance Committee approved (date)