



Williston Trinity Christian School Continuous Enrollment Policy

Williston Trinity Christian School has adopted a **Continuous Enrollment Policy (CEP)** whereby students will be continuously enrolled at the school until graduation, or until the WTCS withdrawal process is completed. We are thankful that many Crusader families choose to remain at WTCS through graduation, so we are offering a simple and seamless process for you to keep your children enrolled.

Before the end of February, WTCS will publish the following school year's tuition, the annual non-refundable **Enrollment Deposit** amount, and information regarding financial aid. By enrolling at WTCS, families agree to be bound by the **CEP Policy** and agree to pay the annual tuition rate and enrollment deposit for the upcoming school years.

The following is Williston Trinity Christian School's Continuous Enrollment Policy:

- It is the family's responsibility to update the school of any changes to demographic data (address, phone, email, emergency contacts, medical information, etc). Unless otherwise informed, all demographic data is carried over from the previous year.
- If the family will not be attending WTCS the following year, it is the family's responsibility to communicate this information to the school before the posted open enrollment date.
- I understand that financial agreements and/or contracts may be updated annually and will be communicated by WTCS for the upcoming school year.
- The family's non-refundable enrollment deposit will be drawn from their student billing account during March unless otherwise communicated to the business office in advance.
- All accounts must be current at the end of each quarter before a student is given his/her report card or permitted to begin the next quarter. All financial obligations must be met for a student to begin a new school year. The school reserves the right to require any account to be brought current for a student to continue to attend classes.
- Student records, including report cards and transcripts, will be withheld if the family leaves the school owing tuition or any other fee. All checks must have cleared the school's account before transcripts or diplomas are released.
- A student who is withdrawn, dismissed, or expelled must pay tuition as outlined below.

WITHDRAWAL DATE

Prior to Open Enrollment

Start of Open Enrollment - June 30th

July 1st - Prior to Start of Classes

Start of Classes - October 15th

October 16th - December 19th

On or After December 20th

TUITION AMOUNT DUE

No Cost

Non-Refundable Enrollment Deposit

20% of Tuition

25% of Tuition

50% of Tuition

100% of Tuition

WTCS Continuous Enrollment Policy cont.

- Unique Circumstances: The school recognizes that family plans change. For the following circumstances, families withdrawing after June 30 will be reviewed for relief from additional financial penalties (application fee and enrollment deposit remain non-refundable):
 - o Educational needs for the student that can no longer be met by the School as determined by the WTCS Administration
 - o Withdrawal at the request of Williston Trinity Christian School
 - o A relocation of 50 miles or more from the WTCS campus.
 - o The family has completed the application for Financial Aid by March 31st, and it has been determined that financial aid is not sufficient to meet the family's needs.
- Unless otherwise agreed upon in writing between the family and the school, all school families (K-12) are required to complete 20 service hours during the year or pay a \$500 opt out fee by August 1st. If service hours are not completed by May 1st, student accounts will be assessed a fee equal to \$25 per hour not completed.
- All school families (K-12) are required to participate in the two mandatory fundraisers each year or pay a \$1,500 opt out fee by August 1st. If families do not opt out, but fail to participate in the required fundraisers, student accounts will be assessed a \$750 fee upon the completion of each required fundraiser.
- The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial assistance, and athletic and other school-administered programs.