



TUITION AND FEES

A. Payment of Tuition

Tuition payment dates are set via the online payment plan. Tuition is set for each school year and is communicated in writing to parents. A late fee is assessed after tuition payment is ten (10) days delinquent. Parents will be required to meet with the HTLS Board within forty-five (45) days of missing a payment, if not already brought current. Please see the appendix for the current year's tuition and fee schedule.

According to the Enrollment Contract, if during the course of the school year a child is withdrawn from the school, tuition for that month will not be refunded. If the family has prepaid for any additional months, any amount prepaid will be refunded, less any amount owed in fees or other charges. If the student is withdrawn after the beginning of the seventh month of the school year, tuition for the entire year will be enforced.

Children will not be permitted to maintain their enrollment into the second semester when less than three quarters of their tuition has been received for their first semester. Full payment of all tuition of a prior school year must be made before consideration is given to enrollment of a student for a subsequent school year. Student records will not be released until full payment has been received for any outstanding tuition or other fees.

B. Enrollment Fee

An enrollment fee is due at the time of enrollment/re-enrollment. This fee is assessed in addition to other required fees and tuition. The enrollment fee is non-refundable and non-transferable.

C. Financial Aid

Financial aid to assist with paying tuition is available to qualifying students. The yearly school budget, as set by the School Board, will determine the amount of money available for tuition assistance. Monetary gifts may be donated to the general school tuition assistance budget for students. These donations will be received as a tax-deductible contribution. Monetary gifts may also be donated to a particular student's account, but cannot be received as a tax-deductible contribution, as decreed by law.

Families interested in applying for tuition assistance must complete an application and submit it with the processing fee to the agency on the application. A copy of the agency assessment will be returned to the Director. In no case will tuition assistance funded directly from the tuition assistance budget exceed fifty (50%) of the actual tuition costs. Tuition does not include books and materials fees, enrollment fees, or any other costs.

The Director shall track the balance of the HTLS Tuition Assistance account containing restricted funds that have been allocated to HTLS Tuition Assistance. The Board shall decide annually how much of the Tuition Assistance account shall be awarded in grants for the following school year. The Board may also designate additional funds from the Tuition Assistance account to make awards during the school year as they deem appropriate. They may also award tuition reductions that will not be funded from the Tuition Assistance account.



1. Confidentiality Statement

Holy Trinity Lutheran School fully complies with the U.S. government's Family Education and Privacy Act (FERPA). In brief, any information supplied that is pertinent to a financial aid application is kept in strictest confidence and is viewed only by those individuals responsible for making the award determination. HTLS recognizes that this is extremely sensitive information. Discussion of this information by school employees and committee members, outside of the context of the award decision, is prohibited.

2. Non-Discriminatory Statement

Holy Trinity Lutheran School does not discriminate on the basis of gender, race, color, national or ethnic origin in the award of any Tuition Assistance.

3. Tuition Assistance Application Process

Step 1: Fill out an application.

Since all types of assistance require an evaluation of a family's need, a Tuition Assistance Application must be completed by the parent/guardian online at <https://www.benefaq.com/sign-in/parent> and pay the applicable fee.

- A complete copy of last year's IRS form 1040
- A letter of explanation of any unusual or extenuating circumstances that you would like the School Board to consider.

Step 2: Review by the HTLS School Board.

The Board will review the processed application in light of the type of assistance for which it qualifies and the amounts available for distribution. The personal information provided is kept confidential within the Board.

Step 3: Decision.

The School Director will inform families of the Board's decision and discuss arrangements for payment of the remainder of the tuition bill.

4. Review and Cancellation of Awards

The school reserves the right to review and cancel tuition assistance at any time because of changes in financial resources, residency, marital status, because of failure to pay any outstanding tuition amounts in a timely fashion, or because of the student's failure to remain in good standing in both academics and discipline at the school.

5. Timely Payment of Tuition Accounts

Once assistance is approved, it is expected that the portion of the family's tuition bill that is not covered by tuition assistance will be paid in a timely manner. A family not keeping the tuition payment schedule as agreed upon at the time they were notified of their assistance package might jeopardize their assistance award. This is subject to review at the end of each semester.

6. Acceptable Behavior

A student is expected to maintain appropriate conduct at HTLS. If a student is suspended for more than one day (not including in-school suspension) during a semester he or she may become ineligible for continued assistance at the end of that semester.



7. Parent's Responsibility

The following responsibilities comprise the minimum requirements to maintain eligibility for the Tuition Assistance Program.

- a) Complete all application materials accurately. Inaccuracies or errors can result in delays in your consideration for tuition assistance and may result in your inability to receive assistance due to the lack of funds. Intentional misreporting of information on applications may require that funds be paid back to the school and result in forfeiture of future financial aid.
- b) Complete all application material on time and send them to the appropriate place.
- c) Understand the conditions under which your financial aid package is offered and comply with the criteria for retaining your financial aid awards.
- d) Pay in a timely manner any portions of your tuition bill not covered by tuition assistance.
- e) Notify the school office of any changes in your financial or marital status.
- f) Parent(s) must also complete at least one hour of volunteer service for every \$200 awarded (not to exceed 20 hours of volunteer service per semester per family) to the school by participating in special programs or fundraisers, special projects, assisting in the school lunchroom or with playground supervision, assisting in a classroom or in the school office, or by serving in other capacities as approved by the Director. Volunteer hours shall be documented and turned in to the school office each semester.