



2008-2009 Tuition & Information Guidelines

Tuition

- Tuition can be paid annually or in ten monthly installments. Annual tuition is due **June 15th, 2008**. If payment is not received by July 1st this plan will revert to a monthly payment plan with the first payment due by July 15th, 2008.
- The application fee for new students is \$225 and is non-refundable.
- Returning student registration will be \$175. After January 31st, 2008 returning student registration will be \$225. These payments are non-refundable.
- If paying by installment, the first payment will be due in **May 2008** and is non-refundable. The 2nd through 10th payments are due on the 5th or 20th of each month beginning in August of 2008.
- Tuition is pro-rated by month for students entering after the beginning of the school year.
- The oldest child in the family receives the "first child rate."
- Monthly tuition is due regardless of the number of days a student is in actual attendance.
- The person(s) responsible for tuition must each sign the contract.

Late Tuition Payment Guidelines

- On the **5th or 20th of each month**, tuition payments are due.
- On the **25th of each month**, a late fee of \$30.00 will be assessed if payment has not been made.
- The delinquent account will be referred to Grace Lutheran School's Board for Day School Ministries, the Pastor, and the Principal.
- Delinquency of fees and/or tuition may result in dismissal from Grace Lutheran School.
- If annual payment is not made by **July 1st, 2008**, this plan will revert to monthly payments with first payment due by July 15th, 2008.

Records

Student records, report cards, grades, permanent files, **will not** be released or forwarded to the parent or another school until **all** tuition and fees have been paid. This will be assessed quarterly.

Financial Aid

Financial aid may be available to those who qualify in grades Kindergarten through 8th grade by making application through Private School Aid Service (PSAS). Forms will be available at Grace Lutheran School and must be submitted no later than March 1, 2008, in order to receive consideration in the initial award process. Applications postmarked after March 1, 2008, will be put on a waiting list in order of receipt by PSAS, and will only be considered if funds are still available after the initial awards have been made.

Licensure, Accreditation, Class Size

Grace Lutheran School is fully accredited through the National Lutheran Schools Association which is recognized by the state of Florida. We also hold licensure with Pinellas County for our Pre-school, Extended Care and Summer Camp. As such, we uphold guidelines for class size which is stated as follows: Pre3 = 15, Pre4 (VPK) = 18, K-1st = 22, 2nd - 5th = 25, 6th - 8th = 28.

Member Tuition

To be eligible for the member tuition rate, you first must be a member of Grace Lutheran Church. Member families (parents and students) must attend a minimum of 26 weekends and/or special services, i.e. (Advent, Christmas, Lent) at Grace Lutheran Church. Member families must simply sign a pew card and turn it into the ushers at the church service they attend. If as a member, you do not meet the specified number of services, you will be contacted at the completion of 1st semester and at the end of our school year to make the financial adjustment to your contract and be responsible for non-member rates. The year is defined as June 1st through May 31st.



Registration Procedures Returning Students

Returning students may re-enroll by submitting the following items to the school office:

- A completed and signed enrollment contract.
- Returning student registration fee is assessed at \$175.00. The registration fee is not refundable. After January 31st, 2008, the registration fee will be assessed at \$225.00.
- The Enrollment Checklist.

Please take note of the following:

- An interview may be scheduled at any point in the application process.
- The preferential enrollment period for returning students and members of Grace Lutheran Church lasts from January 1 through January 31, 2008. Beginning February 1, 2008, enrollment is open to the public.
- *A student's final acceptance is assured upon receipt of the signed Legal Enrollment Contract, the Tuition Pledge, (Tuition Pledge for members of Grace Lutheran Church only), Registration Fee and all required forms.*

Registration Procedures New Students

To apply for admission please send the following items to the Grace Lutheran School office:

- A completed Application for Admission form.
- An application fee of \$225.00 (this includes the registration fee). The application fee is not refundable. All checks should be made payable to Grace Lutheran School.

If your child is enrolling in Kindergarten – Eighth Grade, also enclose with the application:

- A copy of the latest report card from your child's present school.
- A copy of the latest standardized test results from your child's present school. If test scores are unavailable, a testing date may be arranged.
- A copy of any special needs testing, if applicable.

Prior to acceptance at Grace Lutheran School, GLS has:

- Received the application fee, along with the signed contract.
- A copy of your child's birth certificate, baptismal certificate if applicable, social security number, health and immunization record. These documents are required for all students entering Grace Lutheran School.
- Interviewed the prospective student.
- Received the Enrollment Checklist



Today's Date: _____

4301 16th Street North, St. Petersburg, FL 33703
727-527-6213 (Grades 2-8)
727-526-2538 (Early Childhood)
www.grace-lutheran.com

2008-2009 Enrollment Record

Please fill out and return a separate application for each student.

Name: _____
First Middle Last Preferred Name

Social Security Number (required): _____ Male _____ Female _____

Date of Birth: ____/____/____ Baptismal Date: ____/____/____ Grade Entering: _____

Home Church: _____

Would you like to learn more about Grace Lutheran Church? _____ Yes _____ No

Siblings: (Please list name and age) _____

Custodial Parent/Legal Guardian:

Name: _____ Relationship: _____

Street City State Zip

Secondary Residence of Student:

Name: _____ Relationship: _____

Street City State Zip

Mother/Legal Guardian Home: (____) _____
contact numbers:

Work: (____) _____

Place of Employment: _____

Cell: (____) _____

Father/Legal Guardian Home: (____) _____
contact numbers:

Work: (____) _____

Place of Employment: _____

Cell: (____) _____

Mother/Legal Guardian Email address _____

Father/Legal Guardian Email address: _____



GRACE

LUTHERAN CHURCH & SCHOOL - LCMS

2008-2009 Legal Enrollment Contract

Grace Lutheran School
4301 16th St. North
St. Petersburg, FL 33703

Main School (727) 527-6213
Early Childhood (727) 526-2538
School Fax (727) 522-4535

This contract is hereby entered into between Grace Lutheran School (thereinafter GLS) and

Parent(s)/Guardian Name _____

Address _____

Home phone _____

Cell phone _____

Legal guardian of _____ (student) entering
grade/class:

Preschool: Pre 3 VPK ½ day VPK full day

In consideration of the covenants contained herein and other good and valuable consideration, the parties agree as follows:

1. I/We agree to pay all fees and tuition in accordance with the GLS Tuition and Fee Schedule. I/We understand that upon acceptance of this contract by the school it will become a binding document. **These fees shall become non-refundable upon acceptance of this agreement by the school.**
2. I/We understand all school applications are made through the Principal/Early Childhood Administrator to the Board for Day School Ministries of GLS who shall have the right to accept or reject any application. Students accepted shall be enrolled for the entire school year. No application for admissions to GLS will be considered without the application fee (new students only) which is non-refundable. Students transferring to GLS after the beginning of the school year may be tentatively accepted pending arrival of their cumulative records. GLS reserves the right to require testing of any or all new students to determine placement. All special needs documents must be disclosed to GLS upon application for admission or as soon as results are available. Tuition will be pro-rated by the month for students entering GLS after August, 2008.
3. I/We understand that my child's attendance is a privilege and not a right. GLS reserves the right to refuse or terminate enrollment, at its discretion, any child's enrollment if at any time his/her academic progress is not in keeping with the school standards. GLS also reserves the right to terminate, at its discretion, any child's enrollment if the conduct or cooperation with school authorities of either student or parent is not in keeping with the school standards.
4. I/We understand that tuition is due by the 5th or 20th of each month with a grace period extending to the 25th of the month. In the event of non-payment resulting in suspension or early withdrawal, we agree that we are obligated for the full amount of annual tuition and fees. Additionally, we agree to pay a late fee of \$30.00 per month, which will be charged to all accounts not paid by the 25th of each month. We understand that delinquency in payment of fees and/or tuition may result in dismissal from GLS.
5. I/We understand that GLS hires teachers, purchases textbooks, and makes other financial commitments on a yearly basis, and these commitments are largely determined by the number of enrollment contracts. ***Therefore, we understand that this contract commitment is for the full school year. We also understand that if we choose to withdraw our child prior to the end of the year, we are obligated to pay all tuition and fees listed in this contract for the full academic year.***
6. I/We understand that financial obligation is released if our child must be expelled or if our family moves out of the area.

7. I/We understand that no records or report cards will be released or forwarded until all financial obligations with GLS are satisfied as set forth in this contract. This will be assessed quarterly. Permission is hereby given to send our child's cumulative records to his/her new school upon satisfaction of all such financial obligations.
8. Should I/we fail to meet our obligations hereunder and the school is required to pursue collection or legal action, I/we agree to pay all costs of such action, including reasonable attorney's fees. Venue for any legal proceeding brought to enforce this contract shall lie in Pinellas County, Florida. This contract shall be construed in accordance with Florida Law. It shall not be construed more strictly against one party or the other.
9. I/We agree to give our cordial endorsement and to comply with all the policies, rules and regulations for the operation of GLS as they now exist or are hereafter amended. We further agree to bring any criticisms or concerns directly to the appropriate authority (teacher, administration, or school board), depending upon the nature of the concern. We will adhere to conflict resolution according to Matthew 18.
10. I/We understand that tuition alone does not cover the operating expenses of GLS and that the school's budget is met through tuition, fees, church support, fundraising and private contributions. We will prayerfully consider ways that our family can help meet the financial needs of GLS through voluntary waiver of discounts, special contributions and participation in fundraisers.
11. I/We pledge to uphold GLS in prayer attend parent meetings, and serve the school with our time and talents through the GRACE Service Hour Program. In order to receive a church member tuition rate, parent and student must be an active member of Grace Lutheran Church, attend a minimum of 26 weeks of weekend and/or holiday worship services, and participate in and support church functions.
12. I/We give permission for our child to participate in all school sponsored activities, including school-sponsored trips away from the school premises. I absolve GLS from all liability in the event.
13. I/We understand that this contract may not be voided except by the action of the Grace Lutheran Church Board for Day School Ministries.
14. Student records, report cards, grades, permanent files, **will not** be released or forwarded to the parent or another school until **all** tuition and fees have been paid.

Grace Lutheran School admits students of any race, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Grace Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

I plan to apply for financial aid through PSAS or Florida Pride for the 2008-2009 school year: Yes No

I/We have read this contract carefully, and agree to all the terms and conditions stated herein. **I/We understand that I/we jointly and severally owe all payments set forth herein.** I /We acknowledge receipt of the full text of the 2008-2009 enrollment contract.

PRINT NAME (S): _____

SIGNED: _____ SIGNED: _____
 (Parent or Guardian) (Date)

SIGNED: _____ SIGNED: _____
 (Parent or Guardian) (Date)

SIGNED: _____ SIGNED: _____
 (Principal or E.C. Director) (Date)



Grace Lutheran School Tuition Payments 2008-2009 Academic Year

Registration in January 2008	\$175	Returning Students
Registration after January 31 st	\$225	Returning Students
Registration Fee for new Students	\$225	

<u>Pre 3 & 4</u>	<u>Monthly Tuition 1st Child</u>	<u>Annual Tuition 1st Child</u>
<i>Member</i>	\$485	\$4,638
<i>Non - Member</i>	\$560	\$5,350

Family Rates – Preschool through 8th Grade

First Child	Full Tuition
Second Child	\$300 Discount
Third Child	\$400 Discount
Fourth Child	\$500 Discount

VANCO FORM for Monthly Payments
Grace Lutheran School
4301 16th Street North
St. Petersburg, FL 33703
727-527-6213

To enroll in the Simply Giving automated giving program from ***Vanco***, complete the following enrollment form. **Complete this section for ALL enrollments** (please print)

Attach a voided check or savings deposit slip
Return this completed enrollment form to Grace Lutheran School.

Last Name		First Name		Middle Initial
Mailing Address	City	State	Zip Code	
Home Telephone Number		Work Telephone Number		
Check the appropriate box: <input type="checkbox"/> New enrollment/authorization <input type="checkbox"/> Change in authorized amount <input type="checkbox"/> Change in account				
Privacy/Confidentiality: This Authorization Form is seen by the nonprofit Lutheran organizations enrolled in Simply Giving as well as by the Vanco Services employees who process it. In addition, participation name and address information may be provided to Thrivent Financial for Lutherans. Participant information will not be shared with any other organizations.				
Payments should be taken from: <input type="checkbox"/> Checking (attach a voided check) <input type="checkbox"/> Savings (attach a savings deposit slip)		I authorize Thrivent Financial for Lutherans and Vanco Services, LLC to automatically withdraw tuition payments from my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate the authorization from school.		
Routing No. (between these symbols :) _____		Authorization Signature: _____		
Account No. _____				

Name of Institution Receiving Tuition Payment Grace Lutheran School		Street Address 4301 16th Street North	
City St. Petersburg		State Florida	Zip Code 33703
Total annual tuition for all family members \$ _____ <u>Less 1st payment.</u> \$ _____ <u>Divided by number of Monthly Payments</u> <u>(9 months)</u> \$ _____		Second Payment is due August 2008 Final Payment is due April 2009 Date of first payment: _____ Date of last payment: _____	
Date of Monthly Tuition Transfer (please check only one) <input type="checkbox"/> Monthly on the 5 th <input type="checkbox"/> Monthly on the 20 th			

FOR CONGREGATION/INSTITUTION OFFICE USE ONLY:

Congregation/Institution Code: _____	Date: _____
Envelope/Participant Number: _____	Verifier Initials: _____



Grace Lutheran Church Member's Pledge

(To be filled out by Grace Lutheran Church *Members only*
and returned with contract)

I/We pledge to uphold GLS in prayer, attend parent meetings, and serve the school with our time and talents through the GRACE Service Hour Program. In order to receive a church member tuition rate, parent and student must be active members of Grace Lutheran Church, attend a minimum of 26 weeks of weekend and/or holiday worship services, and participate in and support church functions.

Parents Signature

Print Name

Child/Children's Name

Date



Enrollment Checklist

(To be returned with Enrollment Contract)

I/We:

- 1) have chosen the Monthly Payment Plan and have enclosed the completed Vanco Payment Plan.**
- 2) have chosen the Annual Payment Plan.**
- 3) have completed and signed the enrollment contract.**
- 4) have indicated the need to apply for financial aid. Forms are available in school offices.**
- 5) have enclosed the returning student registration fee of \$175 prior to January 31st and \$225 beginning February 1st. These fees are non-refundable.**
- 6) have read the 2008-2009 Tuition and Information Guidelines.**
- 7) understand the registration fee and 1st monthly payment are non-refundable.**
- 8) have enclosed application fee of \$225 (includes registration) for newly enrolling students. This fee is non-refundable.**
- 9) am/are a member(s) of Grace Lutheran Church and have signed the Tuition Pledge.**
- 10) am/are participating in Florida's Voluntary Pre-Kindergarten (VPK) and will adhere to all VPK policies.**
- 11) have enclosed all paperwork. No registration will be accepted without all paperwork.**

A space cannot be reserved with incomplete registration materials and the contract/fees listed above. It will be returned to the applicant for completion. This contract will be signed by the principal, and a copy will be mailed to you once all forms and fees have been received.

PRINT NAME (S): _____

SIGNED: _____ SIGNED: _____
 (Parent or Guardian) (Date)

SIGNED: _____ SIGNED: _____
 (Parent or Guardian) (Date)

SIGNED: _____ SIGNED: _____
 (Principal or E.C. Director) (Date)

FOR OFFICE USE ONLY:

REGISTRATION FEE \$ _____
 APPLICATION FEE \$ _____
 CHECK # _____
 CHECK AMOUNT \$ _____
 DATE _____

Revised 12/17/07