



L A C O M B E  
CHRISTIAN SCHOOL

## 2019-2020 TUITION AGREEMENT FORM

### FEE SCHEDULE:

Criteria:	AMOUNT	YOUR SELECTION:
Playschool Student ONLY. (No other children @ LCS)	\$ 1,000	
Playschool Student with other children in LCS K-9.	\$ 500	
Kindergarten Student ONLY. (No other children @ LCS) Suggested donation.	\$ 1,160	
Tuition Fee for families with children in LCS Grades K-9.	\$ 5,800	
Tuition Fee for families with children in LCS Grades K-9, AND children attending CACHS.	\$ 4,350	
	<b>TOTAL FEES:</b>	

1. All fees include the \$100 LCS Membership Fee.
2. WAYS TO PAY:
  - 2.1 We encourage you to use the EFT Form (on reverse side) for automatic transfers. (If you already have EFT set up with us, please indicate this is a renewal with the amended amount to be debited.)
  - 2.2 E-Transfers are also accepted. Email [business@lacs.ca](mailto:business@lacs.ca)
  - 2.3 DEBIT & CREDIT CARD payments are accepted in person at the office. Please note: for tuition payments on credit cards, there will be a 3% fee added at the point of sale.
3. Government funding for independent schools in Alberta covers only a part of the school's operating costs, therefore the need for charging tuition.
4. Please find a copy of the current tuition policy attached to this package.
5. If applicable, please complete the Tuition Relief form attached to this package.

**If you have any questions, please email Jack Oudman at [business@lacs.ca](mailto:business@lacs.ca)**

### Payment Schedule:

Monthly (12 months): \_\_\_\_\_  
 Monthly (10 months): \_\_\_\_\_  
 Quarterly: \_\_\_\_\_  
 Semi-Annually: \_\_\_\_\_  
 Annually: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Tuition Relief: \_\_\_\_\_

### Payment Method:

EFT: \_\_\_\_\_  
 E-transfer: \_\_\_\_\_  
 Debit/Credit Card: \_\_\_\_\_  
 Other: \_\_\_\_\_

Please complete the attached application form, if applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please fill out and return this form to LCS before June 10, 2019**

## **Electronic Fund Transfer (EFT) Debit Authorization**

Payor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

*IF THIS AUTHORIZATION IS A RENEWAL, PLEASE PROVIDE THE REVISED MONTHLY AMOUNT TO DEBIT.*

Start Date: \_\_\_\_\_ Monthly withdrawal amount: \$ \_\_\_\_\_

**Attach a VOID Cheque, or provide your banking information obtained from the bottom of your cheque:**

Branch #: (5 digits) \_\_\_\_\_ Institution # (3 digits) \_\_\_\_\_ Account #: \_\_\_\_\_

The undersigned, jointly or severally, authorize Lacombe Christian School and its bank, ATB Financial, to process debits (withdrawals) against the Payor's account as indicated above in accordance with the rules of the Canadian Payments Association.

Signature of Account Holder: \_\_\_\_\_

Dated at \_\_\_\_\_, Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CANCELLATION OF AGREEMENT:** The Payor may revoke their authorization at any time, subject to providing 14 days notice to LCS. A sample cancellation form or further information on the payor's right to cancel an EFT agreement may be obtained at the payor's financial institution or by visiting: [www.cdnpay.ca](http://www.cdnpay.ca)

**REIMBURSEMENT STATEMENT:** "You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or consistent with this EFT Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

## **LCS Tuition Policy**

1. Lacombe Christian School is a parent governed Christian School. It is the obligation of parents sending children to the school to pay the school tuition. This is essential for good management of the budget which has very little leeway. The Board of directors of the Lacombe Christian School Society shall be responsible for the collecting of tuition in a sensitive manner.
2. Tuition fees are payable as pledged in the parent signed tuition schedule returned by the deadline date set annually by the school Board for the upcoming school year. If the form is not received by the deadline a follow-up telephone call will be made as a reminder.
3. It is the responsibility of parents/guardians to inform the Board if they are experiencing genuine financial difficulties. Parents/guardians are first of all responsible for the full tuition. If unable to meet this cost they must attempt to get financial assistance from the community (family, church, friends, bank, etc.)
4. All payments received will be applied in the following order:
  - 4.1 Membership dues
  - 4.2 Tuition arrears
  - 4.3 Current tuition fees
5. In the event that a family does not have their tuition paid in full by the last day of the current school year, they forfeit the privilege to have their children automatically enrolled for the following school year. If they wish to enroll their children for the following school year, they are required to re-submit an enrollment application by the appropriate date and initiate a physical meeting with the school board or its representatives.
6. Tuition in arrears are to be dealt with regularly by the Board. Accounts in arrears may be written off with Board approval.

# Tuition Assistance

## Purpose

The purpose of the Tuition Assistance Program is to provide **temporary** financial assistance towards payment of LCS tuition fees, for families who are unable to meet the full cost of Christian Education.

As Christians, we recognize that all we have comes from God, and that we are simply stewards of God's possessions. We are, therefore, thankful and grateful for what God has provided. And so, it is our joy to be able to share with those in need as we seek to extend God's kingdom together.

*"Carry each other's burdens, and in this way you will fulfill the law of Christ." Galatians 6:2*

*"And do not forget to do good and to share with others, for with such sacrifices, God is pleased." Hebrews 13:16*

As a board, we are called to be good stewards and we are accountable to God who has entrusted us with the financial matters relating to LCS. We are also accountable to our membership as we deal with our financial commitments to our staff and our school's expenses, including services of debt and providing for physical property.

*"So if you have not been trustworthy in handling worldly wealth, who will trust you with riches?" Luke 16:11*

## Process

For those who require tuition assistance for the 2018-2019 year, please complete **in full** the following pages with the required information. The completed package should be put in a sealed envelope and marked: "Private and Confidential" to the Business Administrator of LCS. Personal financial details will be disclosed to the Business Administrator, Board Treasurer, and one other Board Member. A Board member will be in contact with you promptly regarding this application.

**Please return the required form by June 8, 2018.**

*In the rare circumstances where tuition assistance is required for the subsequent school year, a new application form must be completed.*

## Guidelines

Tuition assistance is a temporary solution. At times there are many applicants and limited resources, such that only the neediest applicants can be accepted. Every effort should be made to seek help from the church community, relatives, or friends. Also, every effort should be made to determine whether personal assets can be accessed.

Circumstances where an application is likely to be accepted:

- Sudden loss of employment without the ability to replace income.
- Terminal or significant health issues.
- Marital breakdown without the ability to replace income.
- An attempt to at least pay a portion of the tuition.

Circumstances where an application is likely to be rejected:

- The ability to borrow funds.
- Where assistance from the church community, friends, or relatives is available.
- The ability to sell certain non-essential assets or investments.
- Chronic requests for tuition application where lifestyle suggests spending is not well controlled.
- Lack of effort in ensuring financial stewardship.
- Tuition assistance extending longer than one year.

Generally, tuition covers 25% of the overall operational costs (ie: salaries, utilities, transportation, etc) of education and none of the capital costs (ie mortgage) of the school facilities. Therefore, tuition fees are only the minimum contribution required by parents or guardians. Parents and guardians are also expected to contribute for capital costs/drives/fundraisers, etc on an ongoing basis.





## Tuition Assistance Application 2019-2020

Parent/Guardian names:	Address (& years there):
Phone:	Cell phones:

List all the students in your household:			
Name	Age	School / College attending	Parental Contribution

Church Affiliation:	Pastor:
What does Christian Education mean to you?	What personal financial distress is your family experiencing?
Explain how you have made use of other financial resources:	Church:
Selling of non-essential assets/investments:	Friends and Relatives:
What is your plan to cover tuition costs next year, bearing in mind that tuition relief is reviewed annually, and is viewed as temporary assistance?	

### Personal Net Worth Statement:

ASSETS	Approx. Value	LIABILITIES (DEBTS)	Approx. balance
Property:		Mortgage (principal remaining):	
Cash on hand (bank accounts):		Credit Cards:	
Investments-GIC, stocks, mutual funds:		Vehicle Loans/Lease:	
Automobiles:		Lines of Credit:	
RV, quad, boat, motorcycle:		Bank Loans:	
Other real properties:		Loans against assets:	
Livestock:		Unpaid bills:	
Other: (please specify):		Other: (please specify):	
<b>TOTAL ASSETS:</b>		<b>TOTAL LIABILITIES:</b>	

## Monthly Income & Expense Report

### MONTHLY INCOME

### MONTHLY PAYMENTS

Household income (after deductions)		Mortgage or Rent payment	
Child Tax Credit		Property Tax payment	
Child support		Credit Cards payments	
Rental income		Vehicle payments	
Support from church/relatives		Line of Credit payments	
Other income:		Loan payments	
		Utility payments	
		Food expense	
		Insurance expense	
		Other monthly expenses:	
TOTAL MONTHLY INCOME:		TOTAL MONTHLY PAYMENTS:	

MONTHLY INCOME \_\_\_\_\_ **minus** PAYMENTS \_\_\_\_\_ **equals** MONTHLY NET INCOME:  
\_\_\_\_\_

***Based on the above information, what amount can you pay towards LCS tuition this year?***

**\$\_\_\_\_\_ x 12 monthly payments for annual total of \$\_\_\_\_\_ -  
(paid with post-dated cheques or by Electronic Funds Transfer)**

***PLEASE INCLUDE A COPY OF YOUR PERSONAL INCOME TAX NOTICE OF ASSESSMENT FOR THE LAST TAXATION YEAR FOR BOTH PARENTS.***

I hereby affirm that the statements made herein are true and are made for the purpose of applying for tuition assistance from Lacombe Christian School. I am willing to provide confirmation of assets, liabilities, income, and expenses upon request.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse/Co-applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_