

Lacombe Christian School
5206 - 58 Street, Lacombe, AB T4L 1G9
Phone: 403-782-6531 Fax: 403-782-5760

“To the glory of God, by His grace, and on the foundation of His word, Lacombe Christian School strives to nurture and educate children to be Spirit-filled disciples of Christ and responsible, discerning citizens in society.”

June, 2018

Dear Parents/Guardians:

Because we as parents believe it is our God-given responsibility to train up our children in the way that they should go (Proverbs 22:6) we send our children to Christian schools. To help carry that commitment out it is essential for us at Lacombe Christian School to have a solid and secure financial plan for the orderly day-to-day management of the school. Government funding for independent schools in Alberta covers only a part of the school’s operating costs, therefore the need for charging tuition.

The Board would like to remind you of our policy regarding the payment of tuition fees. You will find a copy of the current policy on the last page of this package.

In order to manage the school’s finances efficiently, prior knowledge of your payment structure is required. We appreciate your prompt attention to this matter.

If you have any questions please feel free to contact the school’s Business Administrator, Mr. Jack Oudman @ 403-782-6531.

**In His Service,
Lacombe Christian School Board**

COMPLETE THIS FORM AND KEEP FOR YOUR RECORDS

\$5,760.00 per family (includes ECS through Grade 9 students)

\$4,320.00 per family with children also attending Central Alberta Christian High School

- There is No tuition fee for ECS

\$1,152.00 suggested ECS donation per family if NO other children attending LCS

\$1,000.00 playschool fee per family if NO other children attending LCS

\$500.00 playschool fee per family if other children attending LCS

*****PLEASE COMPLETE THE FOLLOWING PAGE AND RETURN IT TO THE SCHOOL NO LATER THAN JUNE 8, 2018.**

WE PLEDGE TO USE THE FOLLOWING METHOD OF PAYMENT FOR 2018-2019 YEAR:

Payment in full - \$5,760.00 10 cheques for \$576.00 12 cheques for \$480.00

Payment in full - \$4,320.00 10 cheques for \$432.00 12 cheques for \$360.00
(C.A.C.H.S. Families)

ECS suggested donation in full - \$1,152.00 ECS – 8 cheques \$144.00 ECS – 10 cheques \$115.20

Playschool fee in full -\$1,000 (if no other children attending LCS)

Playschool fee in full - \$500 (if other children attending LCS)

Pre-Authorized Payment (if new, please complete form)
(If same as last year, please confirm amount & date)

Other methods of full tuition pay
(please explain in detail)

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 followup 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.

FEE PAYMENT SCHEDULE 2018 - 2019

FAMILY NAME: _____

ADDRESS: _____ PHONE NUMBER _____

Criteria	AMOUNT	YOUR SELECTION
Playschool Student ONLY (no other children at LCS in Grades K-9) includes \$100 membership fee	\$1000	
Playschool Student (with other children at LCS in Grades K-9)	\$500	
Kindergarten Student ONLY (with no other children at LCS in Grades 1-9) suggested donation includes \$100 membership fee	\$1152	
Tuition Fee for families with children in Grades K-9 includes \$100 membership fee	\$5760	
Tuition Fee (with children attending CACHS) includes \$100 membership fee	\$4320	
TOTAL FEES		

****We encourage you to use the EFT payment system (form on reverse side)
If you already have EFT set up please indicate this is a renewal
Otherwise please complete the entire form with signatures
DEBIT and CREDIT payments will also be accepted only in person at the office
PLEASE NOTE: There will be a 3% fee added for any Credit Card payments
If you have questions, please email Jack Oudman at joudman@lacs.ca**

PAYMENT SCHEDULE:

MONTHLY (12 months) \$ _____

MONTHLY (10 months): _____

QUARTERLY: _____

SEMI-ANNUALLY: _____

ANNUALLY: _____

OTHER: _____

TUITION RELIEF: Please complete attached application form (if needed)

(Signature)

(Date)

PLEASE RETURN TO L. C. S. BEFORE June 8, 2018

Lacombe Christian School
5206 – 58 Street, Lacombe, AB T4L 1G9
Phone: 782 – 6531 Fax: 782 – 5760
Business office email: business@lacs.ca

PERSONAL PRE-AUTHORIZED DEBIT AUTHORIZATION

PAYOR'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

Is this authorization a renewal? Yes _____ No _____
(If a renewal, is all bank information on file still accurate? Yes _____ No _____)

FOR NEW AUTHORIZATIONS AND FOR RENEWAL AUTHORIZATIONS WITH CHANGES PLEASE PROVIDE YOUR BANK INFORMATION (obtained from bottom of cheque):

BRANCH NUMBER (5 digits) _____

INSTITUTION NUMBER (3 digits) _____

ACCOUNT NUMBER _____

PLEASE ATTACH A VOID CHEQUE (or copy of) TO THIS FORM.

PLEASE INDICATE THE START DATE AND THE DAY OF MONTH (eg SEP 10) FOR WITHDRAWAL OF FUNDS FROM YOUR ACCOUNT: _____

PLEASE INDICATE THE MONTHLY WITHDRAWAL AMOUNT: \$ _____

AUTHORIZATION:

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

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 a PAD agreement may be obtained at payor's financial institution or by visiting 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 is not consistent with this PAD agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.cdnpay.ca