



Drafting Policies

- All families enrolled at CCS will be *required* to use automatic drafting for Monthly Tuition and Childcare Plans.
- Special circumstances that may prevent this may be approved by written request and explanation.
- Drafts that are cancelled or returned will incur a \$35 service charge.
- Only tuition, childcare (not drop-in), and program fees will be available for automatic draft.

Financial Policies

- No monthly statements will be mailed.
- All fees other than tuition are non-refundable and non-transferable. Tuition is non-refundable if the student has been to school any day during the month, or if the student withdraws without proper notification. Exception may be made if the account has been paid in full for the school year. Monthly payments have been calculated based upon an annual rate and are due in full regardless of the number of school days in any given month.
- Unpaid balances cannot be carried over from one month to the next. Parents who do not pay by the 25th of the month will be notified that their children may not attend classes on the 1st day of the new month.
- Students whose accounts are not current by the end of each semester will not be allowed to take their final exams for that semester. Students who do not take final exams will receive no credit for that semester's work. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each month.
- Any special financial arrangements must be requested in writing and approved by the administration.
- Fees that are not drafted (i.e. class dues, sports fees, lunch fees, etc.) will need to be paid online through RenWeb or in the office by the due date.
- Program fees must be paid by July 5th. Students who do not have their program fee paid by August 5th will be put on a waiting list and lose their reserved spot in the class.
- Sports fees will be assessed after cuts for each sport's season. Only once the player has made the team will he/she be charged a sports fee. Students whose sports fee is not paid before the first game will not be allowed to play and may be removed from the official roster. This sports fee is non-refundable if the student quits the team, becomes academically ineligible, or is removed from the roster for disciplinary reasons.
- Lunchroom charges will not be allowed to exceed \$60 per student.