



2023-2024 Tuition Policy

At the time of enrollment, all families agree to pay student tuition and fees when due, as stated in the Dunwoody Christian School ("DCS") [Parent/School Covenant](#). DCS relies primarily on tuition to meet its operating expenses, the largest part of which is faculty salaries. DCS retains faculty for the school year and allocates its overall budget based on enrollment. Therefore, in consideration of DCS holding a place for a student at the time a family pays the tuition deposit, and in consideration of DCS preparing for a student's attendance by retaining faculty and setting its budget for the school year, each family is required to fulfill their tuition responsibility for the full school year, as described below.

Tuition Rates

For the 2023-2024 school year, annual tuition rates are:

\$10,100 for Kindergarten
\$12,200 for 1st – 4th grade
\$13,100 for 5th grade and up

Annual tuition rates cover the expense of a student's education, local field trips, one yearbook per student, and classroom dues. The cost of school uniforms, class pictures, the Lions' Den afterschool program, clubs, athletics, and school lunches are not included.

Student Fee

A non-refundable and non-transferable Student Fee is required at the time of enrollment, which supports technology and provides classroom supplies for your student. For the 2023-2024 school year, a \$250 per student fee is due at the time of enrollment.

Tuition Deposit

A non-refundable and non-transferable Tuition Deposit is required at the time of enrollment to secure a student's placement at DCS for the upcoming school year. The paid tuition deposit is deducted from a family's total tuition responsibility. For enrollment in the 2023-2024 school year, a \$1,500 per student tuition deposit is due at the time of enrollment.

Tuition Payment Plans

A family's total tuition responsibility, minus the paid tuition deposit, must be paid beginning July 15, 2023, under one of two Tuition Payment Plans:

- 1) **FULL PAYMENT:** Pay in full on July 15, 2023, and enjoy a 2% discount.

2) **MONTHLY PAYMENTS:** Pay over 6 months (1% finance charge applies). Due dates are:

- a. 1/6 is due on Jul 15, 2023
- b. 1/6 is due on Aug 15, 2023
- c. 1/6 is due on Sep 15, 2023
- d. 1/6 is due on Oct 15, 2023
- e. 1/6 is due on Nov 15, 2023
- f. 1/6 is due on Dec 15, 2023

How to pay Tuition

No later than May 15, 2023, each enrolled DCS family must select a tuition payment plan via ClassReach form titled "Tuition Payment Plan 2023-2024". The table below describes what action you must take, depending on the payment plan you choose.

Tuition Payment Plan	How You May Pay Tuition	What Information You Will Provide on the Tuition Payment Plan Form in ClassReach	What To Do After Submitting the Tuition Payment Plan Form in ClassReach
Full Payment	Automatic Bank Withdrawal (ACH)	Your banking details (including routing # & account #)	Nothing! The full balance of your tuition responsibility will be automatically withdrawn from your designated bank account on July 15, 2023. Simply ensure your bank account is funded in advance of this due date.
	Paper check	Select this option during enrollment	Send a check made out to "Dunwoody Christian School" and mailed USPS (or bring in person) to: Dunwoody Christian School 1445 Mount Vernon Road Dunwoody, GA 30338 <i>Important: Check must arrive by July 15, 2023 or it will be subject to late fees. Please mail in time for it to arrive at DCS by the July 15, 2023 deadline</i>
	Automatic billpay through your bank	Select this option during enrollment	Submit a payment through your bank's billpay to "Dunwoody Christian School" at this address: Dunwoody Christian School 1445 Mount Vernon Road Dunwoody, GA 30338 <i>Important: Payment must arrive by July 15, 2023 or it will be subject to late fees. Please submit payment in time for it to arrive at DCS by the July 15, 2023 deadline.</i>
Monthly Payments	Automatic Bank Withdrawal (ACH)	Your banking details (including routing # & account #)	Nothing! The proper amount of tuition payments will be automatically withdrawn from your designated bank account on the due dates described above. Simply ensure your bank account is funded in advance of each of these due dates.

In addition to late fees described below, a \$30.00 "non-sufficient funds fee" will be assessed on your student's account for any returned checks or failed automatic bank withdrawals.

Late Tuition Payments

If a tuition payment is received more than five (5) calendar days after the due date, it is considered late and the following will occur:

- A late fee of \$10/day will be assessed to the account, calculated from the due date for each day the tuition payment is not received after the due date.
- Report cards and/or progress reports will be withheld until the student's account becomes current.

If a tuition payment is 30 or more days delinquent, in addition to the penalties described above, the following will also occur until the student's account becomes current:

- The student(s) will be unenrolled from any clubs or after school activities.
- The student(s) may be suspended or unenrolled from the school.
- Student transcripts may be withheld.

Families who have a delinquent balance will not be allowed to enroll or re-enroll students until this balance is satisfied.

Pay It Forward Scholarships

If awarded to a student and paid to DCS, [Pay It Forward scholarships](#) may be used to reduce a family's total Tuition Responsibility at DCS for the upcoming school year (e.g. Pay It Forward scholarship funds awarded by May 2023 may be applied toward the 2023-2024 school year). To apply Pay It Forward scholarship funds, you must notify Pay It Forward to send your student's scholarship funds to DCS as soon as they are made available to the student(s). This typically occurs by May each year.

Once DCS receives your student's Pay It Forward scholarship funds from Pay It Forward, DCS will credit your DCS account, re-calculate your family's total tuition responsibility, and adjust the balance for each remaining due date listed above. *All scheduled tuition payments are payable when due, regardless of the pendency of receipt of Pay It Forward scholarship funds.*

Pay It Forward Scholarship funds may not be used to pay Tuition Deposits or Student Fees.

Georgia SB10 Scholarship Program

If awarded to a student and paid to DCS, [Georgia SB10 Scholarships](#) may be used to reduce a family's total Tuition Responsibility at DCS. Once DCS receives confirmation of your student's Georgia SB10 Scholarship funds, DCS will credit your DCS account, re-calculate your family's total tuition responsibility, and adjust the balance for each remaining due date listed above.

Georgia SB10 Scholarship funds may not be used to pay Tuition Deposits or Student Fees.

Other Scholarships and Financial Aid

Please visit www.dunwoodycs.org/admissions or contact the Head of School if you would like to discuss other scholarships or possible financial assistance.

Rolling Admissions

Rolling admissions may occur as space allows during the school year. For students who enroll after the tuition deadlines described above, the Head of School will communicate an adjusted schedule for the family to fulfill their tuition responsibility.

DCS reserves the right to modify this document. In the case of a hardship or special situation regarding tuition payment, please contact the Head of School.

Tuition Policy: Terms and Conditions

1. A non-refundable and non-transferable tuition deposit and student fee is required at the time of enrollment to secure a student's placement at Dunwoody Christian School ("DCS") for the upcoming school year. The paid tuition deposit is deducted from a family's total tuition responsibility. The tuition deposit and student fee is 100% earned by DCS when received.
2. DCS relies primarily on tuition to meet its operating expenses, the largest part of which is faculty salaries. Because DCS retains faculty for the school year and allocates its overall budget based on enrollment and projected tuition payments, it is essential that the income from tuition be assured for the entire year. **Therefore, in consideration of DCS's holding a place for my child in the class and preparing for his or her attendance by retaining faculty and setting its budget for the school year, I agree that I will pay tuition for the full school year under the Tuition Payment Plan I select, notwithstanding delays or failures of entrance, delays or failures of receiving scholarship funds, absence, withdrawal, suspension, or dismissal by DCS despite the reason, or by any action of my student(s) or his or her parent or guardian.** If my child separates from DCS for any reason, I will pay all unpaid tuition and student fees immediately upon his or her separation and no unused tuition or student fees will be refunded by DCS.
3. I have read and understand the DCS Tuition Policy. I understand full payment of scheduled tuition is a condition of enrollment. A student will not be enrolled nor will curriculum materials be issued until the agreed payment(s) have been received as scheduled. A fee, as described in the DCS Tuition Policy, for non-sufficient funds will be assessed on my student's account for any returned checks or failed automatic bank withdrawals. Additionally, a late fee will be assessed on any overdue balances of tuition and other outstanding fees on my student account at a rate described in the DCS Tuition Policy.
4. I understand that I may apply my child(ren), if eligible, for Pay It Forward scholarship funds and that I must do so directly through the Pay It Forward organization by their published deadline. I understand that I must indicate "Dunwoody Christian School" on the Pay It Forward application in order for Pay It Forward scholarship funds to be awarded to my child(ren), if eligible. I understand that, if awarded, it is my responsibility to follow instructions provided by the Pay It Forward organization to release my child(ren)'s Pay It Forward scholarship funds to DCS in a timely manner, and that any awarded Pay It Forward scholarship funds will only be credited to my DCS tuition account for the upcoming school year when received by DCS. I understand that I am responsible to pay all scheduled DCS tuition payments when due, regardless of the pendency of receipt of Pay It Forward scholarship funds.
5. I understand DCS has the right to refuse admittance to class, terminate enrollment, withhold report cards, refuse graduation, and/or deny transfer of credits or records for any student whose financial account is delinquent, or who violates any of the school regulations.

Enrollment may be cancelled in writing by the parent or guardian without penalty (except forfeit of the paid deposit, student fees, and any other advance payments) on or before May 15, 2023. If cancellation of enrollment is received after this date, parents or guardians are obligated to pay the full tuition charges regardless of whether or not the child attends the school.

The parent or guardian signing this agreement acknowledges reading the terms and conditions of this agreement and hereby agrees to them. When accepted by DCS, this agreement is a contract binding upon DCS and the undersigned parent or guardian as provided herein. The parent or guardian agrees that any

dispute with the school will be resolved via the conflict resolution guidelines set forth in the DCS Parent/Student Handbook. If a dispute is not resolved in that manner and a claim is required to enforce rights under this agreement, DCS shall be entitled to recover its costs and expenses, including but not limited to reasonable attorneys' fees actually incurred.

By providing my e-Signature on the DCS enrollment form, I acknowledge that I have read and understand my obligation to pay tuition as outlined under the DCS Tuition Policy and I have read and agree to accept the Terms and Conditions as stated in the DCS Tuition Policy.