

INTRODUCTION

Calexico Mission School (**CMS**) is a private K-12 school. The school operates under the auspices of the Southeastern California Conference of Seventh-day Adventists Office of Education. CMS is open to students who desire a Christian education and who support and comply with school rules and policies. The Board of Trustees desires to operate the school in a financially responsible and fiscally sound manner. The following procedures are designed to acquaint you with these policies.

TUITION BILLING PROCEDURES

For your convenience, the annual tuition charge is divided into nine equal installments and billed September through May. The monthly installment plan is designed to divide the cost over nine months and does not represent the cost per month. Monthly installments are due and payable by the first of each month, and late on the 20th. A \$15 late fee will be applied to overdue accounts.

Student accounts must be kept current. Students whose accounts are not paid on the 20th of each month will be required to temporarily withdraw from classes until the account is paid. No refunds will be granted for any school days missed due to delinquency-related suspensions.

Students with a history of delinquency may be required to pay their tuition in advance. A history of checks returned by the bank will necessitate that future payments be made by money order or cash.

All accounts must be paid in full by May 20 in order for the student to complete the school year. Graduating students may not participate in graduation services or receive a diploma unless their account is paid in full.

FINANCIAL CLEARANCE

All students must receive financial clearance from the Business Office to enroll. To receive clearance, the registration fee, and any previous balance must be paid in full. The parent or guardian must sign a financial agreement acknowledging and accepting full financial responsibility for tuition and fees.

REGISTRATION FEES

The registration fee is a comprehensive fee that covers the cost of textbook rental, student association dues, yearbook and other fees. Registration fees are due by June 30, 2012.

DISCOUNTS

- **Prompt Payment Discount** – A \$10 per student discount may be deducted when tuition is paid in full by the 10th of the month. The discount only applies if the account is paid in full.
- **Family Discount** – See TUITION & FEES
- **Prepayment Discount** – A discount of 5% is given if the annual tuition and registration fees are paid in full at registration. The discount applies to tuition only.

CONSTITUENT & NON-CONSTITUENT RATES

CMS is a Seventh-day Adventist school and is supported by members of churches in Southeastern California through additional subsidies. Therefore, students and families who are not members of a Seventh-day Adventist church in Southeastern California Conference are charged the non-constituent rate. *(To receive the constituent rate, you must be a tithe paying SDA church member in good & regular standing and have a letter from your pastor.)*

APPLICATION FEE

All new and returning students must submit a **non-refundable \$100** application fee with their enrollment application. The fee will be applied to their account at registration.

OTHER FEES

- **Sports Fee** – There is a \$100 fee per High School sport plus uniform charges. Junior High is \$40 per sport.
- **Ceramics Class** – \$30 fee per semester required to take the class.
- **Music Lessons** – Music lessons are not included in the tuition charge. Private music lessons are available for an additional charge.
- **Meal Service** – Our food service vendor provides hot meal service Monday – Thursday for a nominal charge. Meal tickets may be purchased from the kitchen on an a la carte basis. Pizza is sold by different classes on Friday.
- **Uniforms** – School uniforms, physical education attire and class shirts are not included in tuition or registration fees. Prices vary according to style.

OTHER FEES (continued)

- **Textbooks/Workbooks** – Textbooks used at school are owned by CMS and rented to the students. The rental fee is included in the registration fee. There is a \$80 fee for each lost or damaged textbook and a \$30 fee for lost workbooks. If a student is charged for a lost book and then they find it, they will be reimbursed \$60 for a textbook but nothing for a workbook if they have already used a new one. *Students may be required to purchase additional materials as required by their teacher.*

TUITION ASSISTANCE

Financial assistance is available for qualified students through the sources listed below:

- **SECC Low Income Assistance Program** – Southeastern California Conference has limited assistance available to qualifying SDA church members based upon financial need. Applications are available in the Business Office.
- **SECC Ethnic Scholarships** – Qualifying SDA churches may apply for assistance for eligible students. Please contact your SDA church pastor for further information.
- **Church Tuition Assistance** – Some constituent churches provide tuition assistance to eligible members. Please contact your SDA church pastor for further information.
- **Worthy Student Scholarships** – The school has a limited amount of worthy student assistance available to qualifying students. Scholarships are based on financial need as well as acceptable grades, attendance and deportment. Applications are available in the Business Office.

STUDENT WORK OPPORTUNITIES

CMS has limited student work opportunities. Students must be 14 years old, present a social security card, a California Work Permit and one other form of identification. Students are paid every two weeks, and 80% of his/her earnings will be credited directly to the student account. Student work applications are available in the Business Office.

WITHDRAWAL/ REFUND POLICY

Upon withdrawing, a parent/responsible guardian must fill out and sign a withdrawal form at the front office before receiving any refund.

TUITION & FEES

Non-Constituent Patrons

Grade	1 Student		2 Students		3+ Students	
	Year	Month	Year	Month	Year	Month
K - 6	\$ 3,690	\$ 410	\$ 3,510	\$ 390	\$ 3,330	\$ 370
7 - 8	\$ 4,050	\$ 450	\$ 3,870	\$ 430	\$ 3,645	\$ 405
9 - 12	\$ 5,625	\$ 625	\$ 5,355	\$ 595	\$ 5,040	\$ 560

Constituent Patrons*

Grade	1 Student		2 Students		3+ Students	
	Year	Month	Year	Month	Year	Month
K - 6	\$3,420	\$ 380	\$ 3240	\$ 360	\$ 3,060	\$ 340
7 - 8	\$ 3,780	\$ 420	\$ 3,600	\$ 400	\$ 3,420	\$ 380
9 - 12	\$ 5,355	\$ 595	\$ 5,085	\$ 565	\$ 4,815	\$ 535

- To receive this rate we need a letter from your pastor stating that you are a tithe paying member in good and regular standing in the Seventh-day Adventist Church.

** Registration Fees

Grade	Fee
K-6	\$ 550.00
7-8	\$ 625.00
9-12	\$ 675.00

Miscellaneous Fees

Lost Library/Textbook	\$ 10/80
Returned Check Fee	\$ 25
Late Fee	\$ 15
Rosetta Stone	\$ 150

Remittances are due and payable to:

Calexico Mission School
601 E. First Street
Calexico, CA 92231-3022

Website

www.calexicomissionschool.org

Telephone

(760) 357-3711

FAX

(760) 357-3713

OFFICE HOURS

Monday –Thursday
8:00 AM to 3:30 PM

Friday
8:00 AM to 2:00 PM

Closed all school holidays



**Calexico Mission
School**

Financial Information

2013-2014

Educating the hand, the mind, and the heart