

## **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 20<sup>th</sup>. A \$15 late fee will be applied to overdue accounts.

Student accounts must be kept current. Students whose accounts are not paid on the 20<sup>th</sup> of each month will be required to temporarily withdraw from classes until financial arrangements have been made. 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, 2014.

## **DISCOUNTS**

- **Prompt Payment Discount** – A \$10 per student discount may be deducted when tuition is paid in full by the 10<sup>th</sup> 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 \$150 fee per sports played. This does NOT include the uniform.
- **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. See Mrs. Barnhurst.
- **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 textbook 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
<b>K - 6</b>	\$ 3,798	\$ 422	\$ 3,600	\$ 400	\$ 3,420	\$ 380
<b>7 - 8</b>	\$ 4,176	\$ 464	\$ 3,960	\$ 440	\$ 3,735	\$ 415
<b>9 - 12</b>	\$ 5,796	\$ 644	\$ 5,535	\$ 615	\$ 5,265	\$ 585

### Constituent Patrons\*

Grade	1 Student		2 Students		3+ Students	
	Year	Month	Year	Month	Year	Month
<b>K - 6</b>	\$3,555	\$ 395	\$ 3,375	\$ 375	\$ 3,195	\$ 355
<b>7 - 8</b>	\$ 3,915	\$ 435	\$ 3,690	\$ 410	\$ 3,465	\$ 385
<b>9 - 12</b>	\$ 5,490	\$ 610	\$ 5,220	\$ 580	\$ 4,950	\$ 550

- 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 2014-2015

Grade	Jan 2014	Feb 2014	Mar 2014	Apr 2014 on
<b>K-6</b>	\$ 500.00	\$ 525.00	\$ 550.00	\$ 575.00
<b>7-8</b>	\$ 575.00	\$ 600.00	\$ 625.00	\$ 650.00
<b>9-12</b>	\$ 625.00	\$ 650.00	\$ 675.00	\$ 700.00

### Miscellaneous Fees

Ceramic Class Fee	\$ 30	Lost Workbook Fee	\$ 30
Late Payment Fee	\$ 15	Returned Check Fee	\$ 25
Lost Library Book Fee	\$ 20	Rosetta Stone	\$ 150
Lost Textbook Fee	\$ 80	Sports Fee per sport*	\$ 150

\*Uniforms are not included in the fees.

Remittances are due and payable to:

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

Website  
[www.calexicomissionschool.org](http://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

**2014-2015**



*Educating the hand, the mind, and the heart*