



Cross & Crown Lutheran School
 5475 Snyder Lane
 Rohnert Park, CA 94928
 707-795-7863 Email: school@cclsrp.org

Payment Method Worksheet

PARENT / GUARDIAN INFORMATION

Parents/Guardians: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____ SSN#: _____

STUDENT REGISTRATION INFORMATION

Child's Name	Grade	DOB	Preschool Only							
			Program (circle one)			Days Attending				
			Basic	Extended	Fullday	M	T	W	Th	F
			Basic	Extended	Fullday	M	T	W	Th	F
			Basic	Extended	Fullday	M	T	W	Th	F
			Basic	Extended	Fullday	M	T	W	Th	F

Elementary: Early Morning Care After School Care N/A Preschool: Early Morning Care

PAYMENT METHOD (PLEASE CHECK ONE)

- Auto-pay I/We would like tuition deducted automatically from my/our account each month. I/We have completed the enrollment form and attached a voided check. The first payment is due August 1.
- Pre-payment I will pre-pay the entire tuition amount by July 31 to receive the prepayment discount.

In signing this Payment Method Worksheet I/we acknowledge and agree to the following:

Initial _____

- _____ Tuition is an annual fee divided into equal monthly payments due on the 1st of each month starting in August.
- _____ I/We understand that payments are considered late after the 10th of the month and that I/we will be assessed a \$25 late fee for all late payments.
- _____ I/We will provide a one month advance notice in writing to the school office if I/we withdrawal my/our child/ren for any reason. I/We understand tuition is required during the notification period whether or not my/our child/ren attends school.
- _____ I/We understand registration and materials fees are non-refundable.
- _____ I/We have read and signed the *Parent Contract and Financial Summary*.

Mother/ Guardian Signature: _____ Date: _____

Father/ Guardian Signature: _____ Date: _____

OFFICE USE ONLY

	Grade	Program	Registration Fee	Material Fee	Annual Tuition	
1 st Child			\$	\$	\$	
2 nd Child				\$	\$	
3 rd Child				\$	\$	
4 th Child				\$	\$	
		Total	\$	\$	\$	
		Less Payment	- \$	- \$	- \$	
						Total \$



Cross & Crown Lutheran School Parent Contract and Financial Summary

Student's Full Name _____

SCHOOL WIDE – PRESCHOOL THROUGH 6TH GRADE

All parents please read and initial items 1 – 11, and then Preschool or Elementary sections.

Initial

- 1 I/We understand that withdrawal of a child for any reason requires a **one month advance notice in writing**. Tuition is required during the notification period whether or not the child attends school. Students who withdraw prior to the first day of school will be charged for August. _____
- 2 I/We understand that families who pay tuition for the full year in advance will receive a 5% (five percent) discount when payment is made by July 31st. NOTE: Gifts and donations are tax deductible; tuition is not. _____
- 3 I/We understand that tuition is to be paid using **Simply Giving automatic withdrawal**. _____
- 4 I/We understand that students whose tuition is more than one month past due may be denied participation in school. Families suffering hardship are invited to submit in writing to the CCLS Board a request for special consideration. This written request must be received **before** their tuition becomes two months past due. _____
- 5 I/We understand that families with past due accounts will be imposed a \$25 late fee per month. Payments not received by the 10th of the month are considered past due. These late fees will be cumulative based on the number of months past due. The School Board maintains the right to impose a mandatory tuition automatic deduction (auto-pay) for families with accounts over 60 days late. Additionally, at the discretion of the Board and based on circumstances, these families may be required to prepay or pay in advance the tuition for the trimester or for the whole year. _____
- 6 I/We understand that **all tuition and fees must be paid in full by the last day of the school year for a child's registration to be valid for the upcoming year**. _____
- 7 I/We understand that seriously delinquent accounts at the discretion of the CCLS Board will be subject to forwarding to collection agencies or pursued through other legal means. _____
- 8 I/We understand that upon registration, enrollment is from the 1st day of attendance through the last day of the school year. _____
- 9 I/We understand that material fees are due at time of registration for **new students**. Returning student material fees are due by **May 1st**. There will be a late fee of \$25.00 per month charged for material fees paid after May 1st. Material fees are **non-refundable** after May 1st. Preschool / Pre-Kindergarten - \$150; TK - \$200; K - 6 \$350. _____
- 10 I/We understand that CCLS does not provide end of the year daycare statements for tax purposes. Our cancelled checks and our invoices are our proof of daycare services. **The school tax ID# is 94-1682208**. _____
- 11 I/We understand that unless stated otherwise both parents are responsible for all tuition and fees incurred during the school year. _____

PRESCHOOL / PRE-KINDERGARTEN

Preschool / Pre-Kindergarten parents please read and initial items 1 – 11 and 12 – 16

Initial

- 12 I/We understand that the annual \$125.00 Preschool / Pre-Kindergarten registration fee is not refundable, except in the case that our application is denied by CCLS. _____
- 13 I/We understand tuition is for the school year. For convenience tuition is divided into 10 equal payments due by the 1st of each month (August 1, 2021 – May 1, 2022). There is no tuition refund for illness, family vacation or suspension. _____
- 14 I/We understand that preschool students not picked up after 10 minutes past the ending of their registered class will be charged a late fee of \$10.00 for each additional 10 minutes. Billing is sent at the end of the month. _____
- 15 I/We understand that any drop-in days for additional care will be billed a flat rate at the end of the month.
After Care (following Basic or Extended Program) Until 6:00 p.m. \$10 per hour _____
- 16 I/We will be charged a \$15.00 fee for the elimination of permanently scheduled Extended Day or Full Day Care. This fee covers the reissue of my payment plan. _____

ELEMENTARY (TK – 6TH GRADE)

Elementary parents (TK – 6th Grade) please read and initial items 1 – 11 and 17 - 20

Initial

- 17 I/We understand that the annual \$150 for TK and \$175.00 for K – 6 elementary registration fee is not refundable, except in the case that our application is denied by CCLS. _____

- 18 I/We understand tuition is for the school year. For convenience tuition is divided into 10 equal payments due by the 1st of each month (August 1, 2021 – May 1, 2022). There is no tuition refund for illness, family vacation or suspension.
- 19 I/We understand that children arriving to school prior to 7:45 a.m. and/or remaining after 2:45 p.m. will be sent to daycare and I/we will be billed at a rate of \$10 per hour with a one hour minimum charge. Billing is sent at the end of the month.
- 20 I/We understand that there is a late fee of \$10.00 for every 10 minutes past 6:00 p.m. for students not picked up from daycare.

Note: #19 and 20 will not be applicable if covid-19 restrictions are still in place. We will not have before or afterschool care.

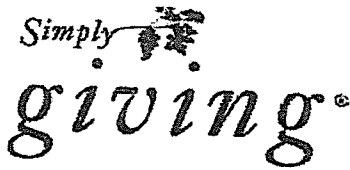
I/We have read and understand this contract summary and also understand that I/we are encouraged to read the Cross & Crown Lutheran School Handbook available on the school website. By signing below I/we are aware and understand its provisions.

Parent/ Guardian Signature

Date

Parent/ Guardian Signature

Date



Member Enrollment and Authorization Form

Return completed enrollment form to the Lutheran school receiving your payment.

Complete this section for ALL ENROLLMENTS (Please print in black ink)

Check the appropriate box: <input type="checkbox"/> New enrollment/authorization * <input type="checkbox"/> Change in bank account * <input type="checkbox"/> Change in authorized amount	Last Name _____		First Name _____		M.I. _____	
	Mailing Address _____					
	City _____		State _____	Zip _____		
	Home Telephone # _____		Work Telephone # _____			

SCHOOL TUITION PAYMENTS

School Name: Cross and Crown Lutheran Church		Street Address: 5475 Snyder Lane	
City: Rohnert Park		State: CA	ZIP Code: 94928
(a) Total annual tuition for all family members	\$ _____	Date of first payment: _____	
(b) Number of payments (see below)	_____	Date of last payment: _____	
(c) Amount of each payment (a ÷ b)	\$ _____		

Contact your school for information on:

- Payment duration options (e.g. 10 months or 12 months)
- Date the first and last payments are due
- Date that monthly transaction must occur

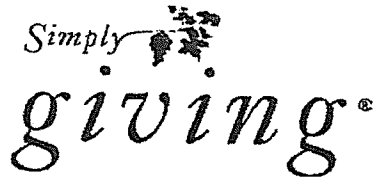
Complete this section if you want payments to come from your CHECKING OR SAVINGS ACCOUNT

Payments should be taken from: <input type="checkbox"/> Checking (attach a voided check) <input type="checkbox"/> Savings (attach a savings deposit slip)	REQUIRED: I authorize Thrivent Financial for Lutherans and Vanco Services, LLC to automatically withdraw payments from my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate the authorization.
Routing Number _____ <i>Valid Routing # must start with 0, 1, 2, or 3</i>	Account Holder Signature _____ Date _____
Account Number _____	

*** ATTACH A VOIDED CHECK OR SAVINGS DEPOSIT SLIP FOR A NEW ENROLLMENT OR CHANGE IN BANK ACCOUNT ONLY**

***** REQUIRED *** MUST BE COMPLETED BY CONGREGATION / INSTITUTION**

Institution Code: 0018238022T Student Number _____ Verifier Initials _____



A simple choice; a generous response

The *Simply Giving*[®] Program

Through *Simply Giving*[®], your offerings or tuition payments are made through a pre-authorized withdrawal from your bank account. You determine the frequency of your automatic donation – weekly, semi-monthly, or monthly – the option is yours. **Note: The date the monthly tuition payment is transferred from your account to the school account is predetermined by the school.** Your donation or payment is deposited into the recipient's bank account on the same day it is withdrawn from your account.

Benefits to you and...

Your Congregation

Simply Giving[®] is a reliable, safe way to move your stewardship plan into action. It allows you to share your donations through planned giving and activates your generosity into ongoing stewardship. Because your donation is given consistently, you won't need to play "catch-up" at year-end or worry about forgotten checkbooks or missed Sunday offerings. But you're not the only one that benefits. Your congregation benefits from steady, more predictable revenues throughout the year, more efficient bookkeeping, and greater confidence in meeting its financial commitments.

Your School

This program is also a convenient way to pay tuition at a Lutheran school. *Simply Giving*[®] provides an easy, no-cost way for the school to collect tuition, and allows the school to benefit from consistent cash flow. Your tuition payments are made to the school through a pre-authorized withdrawal from your bank account and deposited on the same day into the school's bank account.

Your Favorite Lutheran Institution

You can also make convenient contributions to other Lutheran institutions through the *Simply Giving*[®] program. Because of your planned giving and ongoing stewardship, the institution you support benefits from steady, more predictable revenues throughout the year. This helps the institution to better meet its financial goals and development objectives.

Why does Thrivent Financial for Lutherans offer the *Simply Giving*[®] program?

Thrivent Financial for Lutherans offers *Simply Giving*[®] to further its mission of serving Lutheran congregations and institutions.

Who do I call if I have more questions about the *Simply Giving*[®] program?

Contact the institution benefiting from your giving. Your Thrivent Financial representative may also be able to answer your questions.

How do I cancel or change my authorization?

Contact the institution benefiting from your giving.

How do I participate?

First make sure the institution you wish to benefit is enrolled in *Simply Giving*[®]. Then complete the form on the reverse side and return it to the congregation or institution that will benefit from your giving.

ENROLLMENT INSTRUCTIONS:

1. Using black ink, complete the personal information section including name, address and telephone numbers.
2. Indicate whether this is a new enrollment/authorization, a change in amount, or a change in bank account.
3. Indicate the account type, routing number and account number. Attach a voided check or savings deposit slip to the enrollment form for a new enrollment or change in bank account.
4. **Sign and date the Account Holder Signature section.**
5. Complete the appropriate section with the institution name and address that will benefit from your giving.

For Your Lutheran Congregation Offering:

- Designate which fund(s) your donation should go to and the amount.
- Select the frequency of your offering.

For Your Lutheran School Tuition:

- Calculate the amount of each monthly tuition payment.
- Determine the date of your first and last payment.

For Your Lutheran Institution Donation:

- Select the date of the monthly donation transfer and the amount of each monthly donation.
- Determine the date of your first and last donation.

6. **Return the completed enrollment form to the Lutheran congregation, school or institution benefiting from your giving.**

PRIVACY / CONFIDENTIALITY: The Authorization Form on the back is seen by the nonprofit Lutheran organizations enrolled in *Simply Giving*[®] as well as by the Vanco Services employees who process it. In addition, participant name and address information may be provided to Thrivent Financial for Lutherans. Participant information will not be shared with any other organizations.

See reverse side for Authorization Form.