



Refund Policy

Non-Refundable Amounts

1. All fees (testing, registration, materials, etc.)
2. Textbooks and syllabi
3. Deposits on excursions and trips
4. Purchases through school (see #2 below)

Refundable Amounts

1. Prepaid tuition, transportation, or afterschool fees for periods not used, subject to a 10% charge based on the annual amount. After the first semester, tuition will not be pro-rated or refunded for the remainder of the year even if the student withdraws.
2. Refunds for items not received or used are subject to the return policies of the publisher, manufacturer, or groups with which the purchase is made.

All policies governing fees, charges, and refunds are decided by the Board of Governors and implemented by the school Administration. Their decisions are final and without appeal.

Tuition Assistance

Every year the Board of Governors sets aside monies for the purpose of helping students and families with financial need. Applications may be requested from the school office and are judged according to available funds, financial need, family support, Christian character, and academic scholarship. It is the school's goal that no deserving child be excluded due to financial considerations.

Support Your Parent-Teacher Fellowship

The Chinese Christian Schools Parent-Teacher Fellowship (PTF) is a volunteer organization designed to improve the working relationship between home and school. The organization is made up of parents, teachers, staff, administration, and friends of CCS. Meetings are held for the purpose of providing parents with information and helps in raising their children to be good students and well-rounded individuals. The Parent-Teacher Fellowship also helps families by sponsoring the textbook buy-back program.

Students are helped through PTF volunteers assisting in the cafeteria, classroom, library, or on excursions and events. The PTF raises funds through seasonal campaigns and programs to help support supplemental projects and events. The *PTF Parent Newsletter* is published every month to keep families informed about school events and issues of concern to parents and students.

We encourage all school families to join the Parent-Teacher Fellowship and to become active and involved participants in their child's school and education. Please contact the school office to join or if you would like more information.

Chinese Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

San Leandro Campus

Tuition & Fee Schedule

2008-2009

General Policy

Chinese Christian Schools is a non-profit educational ministry of the Bay Area Chinese Bible Church. We seek to provide the best Christian education possible for our students. Tuition and fees are set at the most affordable level which still allows the school to fulfill this goal. The generous financial support of the school community each year covers many costs that tuition and fees do not.

Admissions

A standardized placement exam is required for admission to CCS. If the test is administered by the school, there is a **\$50 testing fee**. Upon a student's original acceptance for enrollment, there is a **\$200 new student enrollment fee** to help cover the cost of processing the application and establishing the new student's academic records and files.

Registration Fee

All students pay a non-refundable **\$300 registration fee** upon enrollment each year. A student is not deemed enrolled until the registration fee and first payment is received.

Tuition

<u>Grade/Child</u>	<u>Eldest</u>	<u>2nd</u>	<u>3rd</u>	4th Child Free
K-5th Prepaid	\$6200	\$5350	\$4400	
10-Payment	\$6300	\$5425	\$4450	
6th-8th Prepaid	\$7300	\$6300	\$5350	
10-Payment	\$7400	\$6375	\$5400	
9th-12th Prepaid	\$8250	\$7125	\$6075	
10-Payment	\$8350	\$7200	\$6125	

Prepaid Tuition: Full amount must be received before **June 15, 2008**.

Multiple Campus Families: Tuition is based on each child's rate for that campus. (e.g. Eldest child: 7th grade San Leandro rate; 2nd child: 4th grade Alameda rate)

Transportation Service

	<u>2-Way</u>	<u>1-Way</u>
First Child	\$2400	\$2100
Each Additional	\$1800	\$1700
Inter-campus Shuttle: \$150/year or \$1/day		

Transportation service is provided on an annual basis to and from much of Oakland, Union City, and Fremont. Families desiring annual service must submit a transportation request early to see if it can be accommodated with present resources.

Afterschool Supervision

	<u>Annual Fees</u>
First Child	\$2700
Second Child	\$2200
Third Child	\$1800
Additional	free

The afterschool program provides supervision from the end of the school day until 6:00 P.M. for a limited number of students. Students enroll in the afterschool program by submitting an Afterschool Program Request form.

Food Service

Hot lunches, including a dessert and beverage, are prepared and served on campus each full school day. A menu is published in advance giving the exact cost to purchase each week or month. Contact CCS Food Service or check the school website for more information.

Facilities Fee

An annual per family fee of \$600, payable in 10 installments, is collected to pay for the rental, maintenance, and improvement of our school and campus facilities.

Textbooks and Materials

Each student is responsible for providing his own textbooks and materials for the school year. The school publishes a list of textbooks and materials needed for each school year. The student has the option of purchasing these items through the school or obtaining them on his own.

Other Fees

Students may be responsible for other costs related to participation in certain activities (e.g. field trips, special activities) or the purchase of specific products or materials (e.g. special crafts, yearbook). The school only charges students at cost and makes no profit from these fees.

Payment Schedule

Payment of the **prepaid tuition** amount or the **first installment** for the 2008-2009 school year is due by **June 15, 2008**. The second installment is due September 1, 2008, and subsequent installments are due on the first day of each month through May 1, 2009:

1st pymt: June 15, 2008	6th pymt: Jan. 1, 2009
2nd pymt: Sep. 1, 2008	7th pymt: Feb. 1, 2009
3rd pymt: Oct. 1, 2008	8th pymt: Mar. 1, 2009
4th pymt: Nov. 1, 2008	9th pymt: Apr. 1, 2009
5th pymt: Dec. 1, 2008	10th pymt: May 1, 2009

Payments are considered **overdue** on the **5th** of each month, at which time a **\$25 per month late fee** will be added to the account balance. There is a **returned check fee** of \$25 per occurrence plus any bank charges incurred by the school. There is a **10% cancellation charge** to discontinue an annual service (e.g. tuition, transportation, or afterschool) before the end of the school year. (See *Tuition and Fee Payment Policies and Procedures*)