

# CCS K5-12<sup>th</sup> FINANCIAL POLICIES for 2025-26

(Revised June, 2025)

1. **Tuition:** The annual tuition for all grades (K5-12) is \$7,700 per student. This amount includes all standard educational costs but does not cover the registration fee, cafeteria purchases, Early/Late stay fees, piano lessons, overnight trips, or services provided by the Learning Resource Center.
2. **Additional Costs:** These may include registration fee, cafeteria purchases, Early/Late Stay usage (\$6.00 per hour per child), school pictures, piano lessons, overnight trips, and Learning Resource Center services.
3. **Blackbaud Tuition Management:** To better serve our families, all tuition and fee processing is handled through **Blackbaud Tuition Management**.

## A. Payment Options:

- 1) **Due Date:** All payments are due on the **20<sup>th</sup> of each month**. Payments received after **midnight on the 20<sup>th</sup>** will incur a **\$20 late fee**.

## 2) Payment Methods: Two Options to Choose From:

**Option #1 - You Make Payments:** You can manually make your tuition payments each month using one of the following methods:

- **Online:** Pay securely at <https://parent.blackbaud.school>.
- **In Person:** Pay by cash, check, or money order at the school office.
- **By Phone:** Pay over the phone through the automated system or with a live representative at (888) 868-8828. A Platform Fee may be charged on credit/debit card payments and ACH payments.
- **Mail Payment:** Please mail checks or money orders to:

**Calvary Christian School**

Attn: Angie Mabe

536 S. Main Street

King, NC 27021

**Option #2 - Automatic Debit Payments:** Choose this option to have payments automatically withdrawn each month.

- a. **Reminders:** You'll receive an email or text 7-10 days before each scheduled debit.
- b. **Bank Account:** Authorize payments directly from a checking or savings account.
- c. **Credit Card:** Authorize payments via credit card (Visa, MasterCard, Discover, or AMEX; a convenience fee applies)

## 3) Payment Plans: You may select from several payment schedules to best meet your needs:

**One-Time Payment:** Full tuition due by **Aug. 20<sup>th</sup>** (no discount is offered)

### Two Payments:

- First semester payment due by **August 20<sup>th</sup>**
- Second semester payment due by **January 20<sup>th</sup>**

**Monthly Payments:** Tuition is divided into equal monthly payments

- **10-month plan:** Payments from **August through May**
- **11-month option:** Payments from **July through May**

- **12-month option:** Payments from **June through May**
- **Note:** Monthly plans may also be paid on a **weekly** basis, if preferred.

## B. Important Payment Guidelines

Please carefully review the following policies regarding tuition payments:

1. **Due Date:** All payments must be received **on or before the 20<sup>th</sup> of each month**.
2. **Mailed Payments:** Payments should be mailed to Calvary Christian School, Attn: Angie Mabe 536 S. Main St. King, NC 27021. Please mail your payment **at least 7 days before the due date** to ensure timely posting to your account.
3. **Late Payment Fee:** A **\$20 late fee** will be charged for any payment not received by the due date.
  - **Exception:** If a parent contacts the school **before the due date** to make arrangements for a delayed payment, the \$20 late fee will **not** be charged.
  - a. **Failed Payment Fee:** A fee may be applied to your account for any failed payment processed via auto-debit, phone, or web. Your bank may also impose additional fees.

## C. Account Access & Online Payments

Parents may access detailed account information and make payments online at the Blackbaud Tuition website: <https://parent.blackbaud.school>

## D. Customer Service:

- a. **Billing Issues:** Please contact Angie Mabe in the CCS Financial Office at 336-983-3743 with any questions regarding fees.
- b. **Blackbaud System Issues/Password Resets/Stopping Automatic Debits:** The Parent Help Center is available via online chat upon logging into your account at [parent.blackbaud.school](https://parent.blackbaud.school) or by phone at 1(888) 868-8828.
  - Phone agents are available Monday through Friday from 7:00 AM to 1:00 AM EST, and Saturday and Sunday from 9:00 AM to 5:30 PM EST. Calls are handled in the order they are received.
    - Chat agents are available Monday through Friday from 8:00 AM to 10:00 PM EST.
- c. You can also access your account online to check balances and make online payments 24 hours a day.

## E. Additional Policies & Information

- A. **Tax Deduction:** Tuition payments for grades K5-12<sup>th</sup> are not tax deductible.
- B. **Days absent:** No tuition credit will be issued for student absences.
- C. **12<sup>th</sup> grade partial day schedule:** Students in 12<sup>th</sup> grade on a partial day schedule will not receive a tuition discount.
- D. **Late Stay Pickup:** Late Stay services end at 6:00 pm.
  - If a parent arrives after 6:00, supervision will still be provided; however, a charge of **\$1.00 per minute late fee will apply**.
  - *We strive for all staff to be able to leave by 6:00 pm.*
- E. **Questions or Special Arrangements:** For assistance, please contact the school office at 336-983-3743.
- F. **Discontinued Services for Past Due Accounts:** Cafeteria purchases, Early/Late Stay services, Piano Lessons will be **immediately suspended** if an account becomes **past due**. These services will remain unavailable until the account is brought **up to date**.

- G. **Delinquent Accounts (60-day cutoff):** If an account becomes more than **60 days past due**, students will not be permitted to attend classes until the account is brought current or an approved payment plan is in place.
- H. **Year-End Balances:** All accounts must be paid in full by May 20<sup>th</sup> each year.
- *Exception:* Charges for services provided in May will be billed in June. (Cafeteria purchases, Early/Late Stay services, Piano Lessons)
- I. **Graduation Requirements:**
- High school diplomas will be issued only after all financial matters are met and all school materials are returned. Graduating students may participate in the ceremony (“march”), but the diploma will not be in the diploma case until all conditions are satisfied.
- J. **Records Release:**
- Official transcripts, records, and final grades will be released **only after all financial obligations are met** and school materials are returned.
- K. **Re-enrollment & Previous Balances:**
- Students may not be re-enrolled for a new school year until their **prior year’s accounts is paid in full**. No student may begin the new year with an outstanding balance.
- L. **Non-Acceptance Refunds:** If a student is not accepted for enrollment, all tuition and fees paid in advance will be refunded, **except for a \$50 processing fee**.
- M. **Student Withdrawal Policy:**
- 1) **Before School Begins:**  
If a student withdraws **prior to the start of school**, any prepaid tuition will be refunded.
  - 2) **After School Has Started:**
    - a. The parent must **officially withdraw the student through the school office** to close the account and stop future billing.
    - b. A **full month’s tuition** is required for **any month** in which the student attended, even partially.
    - c. Tuition will be **pro-rated based on a 9-month schedule**:
      - Revised tuition = total tuition / 9 x number of full and partial months attended.
    - d. Any **prepaid tuition** will be refunded for **each full month remaining**, beginning with the first full month after the withdrawal.
    - e. **Outstanding Balances:** If a family withdraws a student from grades K5-12 and still owes a balance, a 1.5% monthly interest fee (18% annually) will be applied to the unpaid amount.
      - **Note:** These charges **may be waived** if a satisfactory payment arrangement is made **and followed consistently**.