



FINANCIAL POLICIES & FEES

2026 - 2027 School Year

I. APPLICATION FEE

The \$50 non-refundable one-time application fee must be submitted with the application.

II. ENROLLMENT FEE

The non-refundable annual enrollment fee must be submitted with the enrollment packet.

Nursery (Infants, Toddler & Junior Preschool)

- New Student \$200
- Returning Student enrolled by 2-27-26 \$75
- Returning Student enrolled on or after 2-28-26 \$125

Preschool - 8th Grade

- Preschool & Junior Kindergarten \$350
- Kindergarten - 8th Grade \$400
- Returning Student enrolled by 2-27-26 \$125

III. TUITION: NURSERY (INFANTS, TODDLERS & JUNIOR PRESCHOOL)

Nursery tuition is a calendar-monthly rate that accounts for all holidays, breaks, in-service days, and an allotment of snow days. Tuition is billed for ten months (September-June) through a tuition payment plan. July and August tuition is billed separately through Incidental Billing in FACTS.

When a nursery student enrolls mid-year, tuition for the first month will be prorated based on the number of care dates remaining in that calendar month.

Vacation Credit Policy (Infant - Junior Preschool Only)

After three months of paid enrollment, each eligible child receives one one-week vacation credit per school year (September 1-August 31). The credit equals the number of days the child is enrolled per week and is applied as a prorated portion of monthly tuition. A 14-day advance written request is required. Unused credits do not carry over.

Nursery Monthly Tuition, effective September, 2026

- Tuesday & Thursday \$720
- Monday, Wednesday & Friday \$945
- Monday - Friday \$1,260

IV. TUITION: PRESCHOOL - 8TH GRADE

Tuition is an annual rate for the school year that accounts for all holidays, breaks, in-service days and an allotment of snow days. This annual tuition may be put on a single payment, semi-annual payment or ten month payment plan. Ten month payment plans are billed September through June of the school year.

Multi-Child Discount: When two or more children from the same household are enrolled in Preschool-8th Grade, a 20% multi-child discount is applied to the tuition of the second child and each additional child in those grades. *Nursery enrollment and tuition are not considered when determining eligibility for this discount.*

When a student enrolls mid-year, tuition will be prorated based on the enrollment date and the number of scheduled school days remaining in the school year.

Preschool & Junior Kindergarten 26-27 School Year Tuition

- Tuesday & Thursday \$5,100
- Monday, Wednesday & Friday \$6,350
- Monday - Friday \$8,200

Kindergarten - 8th Grade 26-27 School Year Tuition

- Elementary (K-5th) \$7,350
- Middle School (6th - 8th) \$7,950

V. TUITION: SCHEDULE CHANGES

If a student in the Early Education Department increases the number of days attended per week, tuition will be prorated following the mid-year enrollment guidelines for the additional days.

If a student in the Early Education Department reduces the number of days attended per week, tuition will be prorated following the early withdrawal guidelines for the reduced days. A 30-day written notice is required for schedule reductions. An early withdrawal fee is not assessed for schedule changes.

VI. AFTER CARE PROGRAM

The After Care Program fee for Preschool through age 12 is an annual rate that includes all holidays, breaks, in-service days, and an allotment of snow days.

- After Care Program fees are billed on the same payment schedule as tuition.
- Tuition proration guidelines apply when enrolling or withdrawing.
- No early withdrawal fee is assessed for After Care.

After Care 26–27 School Year Fee

- Tuesday & Thursday \$680
- Monday, Wednesday & Friday \$840
- Monday – Friday \$1,150

VII. LATE PICK UP FEE

If a student remains in the care of MSCS after the student's designated pick-up time, a late pick-up fee of \$1 *per minute* will be charged to the family's FACTS account.

VIII. PAYMENTS THROUGH FACTS & FACTS FEES

All families are required to maintain an account with FACTS. Payments for all tuition and fees are made through the FACTS portal using a credit card, debit card, or ACH bank account withdrawal. Checks may also be mailed directly to FACTS at the address listed on the invoice.

Credit and debit card payments are subject to processing fees determined by FACTS. No processing fees apply to ACH payments.

Any additional fees assessed by FACTS, such as returned or failed payment fees, are outlined in the family's finalized FACTS payment plan agreement. Fees charged by FACTS are not regulated or controlled by Morning Star Christian School.

IX. LATE FEES & COLLECTION ACCOUNTS

Late fees are automatically assessed through FACTS when a payment is not received by the due date. The fee is \$25 per month. Accounts that are delinquent for three months or more may be turned over to a collection agency. All associated collection costs, attorney fees, and court costs will be added to the outstanding balance.

X. FINANCIAL AID

Families seeking tuition assistance for Kindergarten through 8th Grade may apply for financial aid through [FACTS](#). Financial aid is awarded based on a demonstrated need.

The application applies to Kindergarten through 8th Grade tuition only and does **not** extend to:

- Early Childhood programs (Infants–Junior Kindergarten)
- After Care
- Summer Camp
- Additional school fees

Families are encouraged to apply early. The application period opens February 1 and closes May 31 prior to the upcoming school year. After May 31, only short-term emergency requests due to a documented change in circumstances will be considered.

Families needing assistance for employment-related childcare may apply through the Oregon Department of Early Learning and Care (DELIC) for the Employment Related Day Care (ERDC) program. Please note that many applicants are currently placed on a waitlist.

XI. HOLDING FEE POLICY

A holding fee applies when Morning Star Christian School is reserving a space for a student who has been enrolled but will begin attendance at a later date.

An enrollment packet is offered only when space is available. Once an enrollment packet is sent, families have five (5) business days to submit the enrollment packet. All timelines in this policy begin on the date the enrollment packet is submitted.

The holding fee is billed monthly and is non-refundable. If only a portion of a 30-day holding period is used, the holding fee will be prorated. If a holding fee is not paid when due, the space will no longer be reserved and may be offered to another family.

A holding fee becomes applicable when all of the following conditions are met:

- An enrollment packet has been submitted
- The child is at least 3 months of age
- The child's start date is delayed beyond the timeframes below:
 - Infants – Junior Preschool: More than 30 calendar days after enrollment packet submission
 - Preschool – 8th Grade: More than 15 calendar days after enrollment packet submission

After a holding fee becomes applicable, charges are calculated as follows:

- Days 1–30: 50% of the applicable tuition
- Day 31 and beyond: 75% of the applicable tuition

After 90 calendar days of holding a space, an administrative extension must be approved to continue holding the placement. If an extension is not approved, the space will be offered to another student on the waitlist. MSCS reserves the right to review and approve all holding fee extensions on a case-by-case basis.

XII. WITHDRAWAL PROCEDURES & FEES

In the event it becomes necessary for a parent to withdraw their child from Morning Star, written notice including the child's last date of enrollment should be emailed to the office at office@mscbsend.org at least 30 calendar days before the date of withdrawal, or earlier if known.

The following policies affect Early Withdrawal:

Tuition Billing - Early Withdrawal

Nursery(Infants - Junior Preschool): When a student withdraws mid-year, the tuition billing will be prorated to 30 calendar days from when the written notice of withdrawal is received or the student's last date of enrollment, whichever is later. The proration of the final month will be based on the number of care dates remaining in that calendar month.

Preschool - 8th Grade: When a student withdraws before or during the school year, the annual tuition billing will be prorated to 30 calendar days from when the written withdrawal notice is received or the student's last date of enrollment, whichever is later. This prorated tuition is due in addition to the early withdrawal fee.

Early Withdrawal Fee

When a student enrolls at Morning Star Christian School, the school commits to preparing for the child's education, and the child's spot is reserved. If it becomes necessary to withdraw before or during the school year, the Early Withdrawal Fee is charged to students in Preschool - 8th Grade in addition to any remaining tuition that is due. The amount of the fee is based on when the notice is received and is listed below based on notice date.

<u>Notice Received:</u>	<u>Early Withdrawal Fee:</u>
March 1 - July 31	\$300
August 1 - December 31	\$600
January 1 - May 31	\$400

Administrative Withdrawal

MSCS may initiate an Administrative Withdrawal of a student in certain circumstances. These may include, but are not limited to: non-payment of tuition, extended absences without communication, situations where the student's educational or environmental needs cannot be effectively met, or when all steps in a behavior intervention plan have been exhausted, as well as any other circumstances in which MSCS determines that continued enrollment is not in the best interest of the student, the school community, or the safe and effective operation of the program.

When an Administrative Withdrawal occurs for reasons other than non-payment of tuition or extended absences without communication, the withdrawal fee may be waived with Administrative approval and the tuition would be prorated to the student's last day of enrollment.