

ENROLLMENT INFORMATION

2023-2024

KNOWN. NURTURED. INSPIRED.



CONDITIONS OF ENROLLMENT

Enrollment for the 2023-2024 academic year is contingent upon the successful completion of the current academic year, the recommendation by the school for advancement, and the payment in full of any past due accounts. Continued enrollment at the School is subject to the student maintaining the School's minimum academic requirements and complying with the rules and regulations of the School and the parent or guardian fulfilling all financial commitments to the School.

To enroll, parents must sign the enrollment contract and submit it to the Country Day Admission Office with a \$1,000 (non-refundable) deposit. The deposit for families who receive tuition assistance is \$100.

Note that all contracts are in force as of May 1, and all tuition charges are to be paid in full regardless of the student attending School. **If the student will not be attending School, notification of withdrawal must be given in writing to the Country Day Admission Office by April 30.** The contract will be voided, and the family will forfeit the enrollment deposit upon cancellation.

FINANCIAL OBLIGATIONS

So that programs and services can be provided over the entire year, it is essential that annual income from tuition and fees be assured. Thus, all enrollments, except those made after the school year has begun, are for the entire academic year and are subject to the payment of the annual tuition and other fees. Students enrolling at any time after the first month of school are charged on a pro rata basis. No abatement of tuition or other current fees will be allowed in the case of expulsion of a student or withdrawal for any reason. If enrollment is cancelled on or after May 1, the parent or guardian who is financially responsible for the student is obligated to pay the full annual charges.

If tuition, fees, and other charges are not paid in full when due, the student shall not be permitted to attend classes at the School unless special arrangements for payment have been previously agreed to in writing by the school. Transcripts and diplomas will not be issued until all financial obligations to the School have been met.

FAMILY GIVING

Although tuition revenues provide significant income for the yearly operations of Country Day, the educational opportunities afforded to students are in part the result of the philanthropic support of friends of the School: current parents, alumni, parents of alumni, grandparents, foundations, and corporations. Over 87% of Country Day families give to the School, and the average monetary gift is approximately \$550, while even more is given through volunteer service to events and programs.

Organized and led by the Advancement Office and supported by volunteers, the School's philanthropic programs provide important opportunities for your contributions to maintain and improve the quality of life on campus. The Country Day Fund appeal is launched each fall to provide essential underwriting for the School's operating budget. Leadership gifts, recognized as gifts of \$2,500 and above, are critical to the success of the Country Day Fund, although participation at all levels is important and appreciated. The School's approach to foundations for major grants often requires evidence of our families' support for our fundraising programs. Therefore, Country Day asks every family to contribute to the Country Day Fund.

Other periodic fundraising efforts are organized to provide funds to improve the School's infrastructure and build new facilities. In addition, gifts to Country Day's endowment provide an important source of revenue for the support of our programs.

2023-2024 TUITION AND FEES

LOWER SCHOOL

Early Childhood I, II 3 Day	8:15 - 12:45 pm	\$8,390
Early Childhood I, II 4 Day	8:15 - 12:45 pm	\$10,590
Early Childhood I, II 5 Day	8:15 - 12:45 pm	\$13,025
Montessori I, II	8:15 - 12:45 pm	\$13,025
Pre-Kindergarten I, II	8:15 - 12:45 pm	\$13,025
Montessori Kindergarten	8:15 - 3:00 pm	\$23,250
Kindergarten	8:15 - 3:00 pm	\$23,250
Grades 1 - 2	8:15 - 3:00 pm	\$23,800
Grades 3 - 4	8:15 - 3:00 pm	\$24,980

EXTENDED DAY PROGRAMS

Extended AM	7:30 - 8:15 am	\$945
Extended PM	12:45 - 3:00 pm	
5 Days		\$10,225
4 Days		\$8,790
3 Days		\$6,730
2 Days		\$4,710
1 Day		\$2,595
Learning Lab (Grades K/MK - 4 only)	3:00 - 4:00 pm	\$1,620
After School*	3:00 - 6:00 pm	\$3,755

*Multiple-day program options are also available. The price indicated is for the 5-day option.

MIDDLE SCHOOL

Grade 5	8:15 - 3:20 pm	\$24,980
Grades 6-7	8:15 - 3:20 pm	\$26,815
Grade 8	8:15 - 3:20 pm	\$28,520
Learning Lab (Grades 5 - 6)	3:20 - 4:00 pm	\$1,620
After School (Grades 5 - 6)	3:20 - 6:00 pm	\$2,340

UPPER SCHOOL

Grade 9	8:15 - 3:20 pm	\$28,520
Grades 10-12	8:15 - 3:20 pm	\$29,995

Tuition for Grades 5 - 12 includes lunch and most activities, but does not include books, supplies, testing fees, trip fees, or the laptop computer.

ADDITIONAL EXPENSES

Please refer to our "Out-of-Pocket Expenses" sheet for an estimate of costs beyond tuition for all grades and programs. You can also find a comprehensive list of these fees at www.CountryDay.net/go/tuition.

TUITION PAYMENT POLICY

One aspect of an independent school education is the commitment a family makes to pay tuition. The following is a description of the three payment plans, Country Day's expectations concerning the timing of the payments, and policies concerning late payments.

PAYMENT PLANS

There are several payment plan options at Country Day for families to manage tuition payments over the academic year. These plans include:

- **One-Pay Plan:** This plan allows families to pay the full year of tuition charges in one installment by August 1. Checks, credit cards (American Express, Discover, Mastercard, and Visa), and ACH are accepted. Service and processing fees will be applied for electronic payments. Families can also use the VCPay Tuition Management program for automatic, electronically transferred funds if they prefer. An additional fee of \$10 will be assessed for using the VCPay Tuition Management program.
- **Two-Pay Plan:** This plan allows families to pay the full year of tuition charges in two installments by August 1 and December 1. Checks, credit cards (American Express, Discover, Mastercard, and Visa), VCPay and ACH are accepted. Service and processing fees will be applied with electronic payments. Families can also use the VCPay Tuition Management program for automatic, electronically transferred funds if they prefer. An additional fee of \$50 will be assessed for using the VCPay Tuition Management program.
- **10-Pay Plan (May – February):** This plan allows families to pay the full year of tuition charges in 10 installments beginning May 1 through February 1. Automatic, electronically transferred payments are made on the 5th or 20th of each month. Families who select this plan must use VCPay Tuition Management, and an additional fee of \$350 will be assessed for using this tuition management program in addition to standard credit card and ACH service charges.
- **10-Pay Plan (August – May):** This plan allows families to pay the full year of tuition charges in 10 installments beginning August 1 through May 1. Automatic, electronically transferred payments are made on the 5th or 20th of each month. Families who select this plan must use VCPay Tuition Management, and an additional fee of \$350 will be assessed for using this tuition management program in addition to standard credit card and ACH service charges.
- **CCDS Faculty/Staff Plan:** This plan allows faculty and staff members of Country Day to spread tuition payments throughout 10 months, September through June, using payroll deduction. There is no service fee for this plan, and faculty and staff will work directly with the Business Office on plan details.

Country Day will accept pre-paid tuition for future school years, but any earnings on the balance held by Country Day will be deposited to the general fund and will not accrue to the student billing account.

Questions about tuition billing, payment plans, tuition protection plan, and other financial matters should be directed to Country Day's Business Office at 513-979-0297.

PAYMENT OPTIONS

Checks, credit cards, and ACH payments are accepted for tuition, fees, bookstore, and all other student billing charges. Families will need to make billing payments through their

My CCDS Portal using their VCPay account. American Express, Discover, Mastercard, and Visa credit cards are accepted, and all electronic payments, including ACH, require a processing fee of 2.95% or less and a transaction fee ranging from \$.15 to \$.20.

Tuition billing is produced twice per year in July and November. Families on 10-pay plans will make tuition payments on the 5th or 20th of the month beginning in either May or August and are required to pay a VCPay Tuition Management fee each year that will vary according to the selected payment plan. See the Payment Plans section for more information. Other student charges are updated throughout the school year and are made available through My CCDS Portal. Parents will be notified through the portal as charges are posted.

PAST DUE ACCOUNTS

The School charges interest on any unpaid balance as of 30 days past the due date at the rate of 1.5% each month until the account is paid in full.

All student accounts must be paid current by January 15. Families must pay all outstanding balances on tuition, fees, and charges in full or have an approved payment plan on record in our Business Office. Cincinnati Country Day School's chief financial officer will work with families to develop a written payment plan which will be reviewed, approved and monitored by the Committee on Student Billing. Should the account not be paid in full or the payment plan not followed, the student will not receive an enrollment contract for the next academic year nor will records (transcripts) be released to the family, student, transferring school, or college. Country Day may also hold a graduating student's diploma and the school may rescind a previously offered enrollment contract should an account not be in good standing. The account could also be placed for collection.

Country Day reserves the right to use appropriate collection methods to receive payment on accounts including collection services/legal services and will report unresolved outstanding balances to credit reporting agencies.

Any communication concerning a past due balance is to be conducted through the Country Day Business Office. Only the Business Office and the Committee on Student Billing can make decisions concerning the status of the student billing accounts. If any issues arise concerning the payment of your student billing account, please contact the Business Office.

TUITION ASSISTANCE

As part of its effort to attract outstanding individuals and broaden the socioeconomic diversity of the school community, Country Day offers tuition assistance to students in kindergarten through grade 12 whose families qualify on the basis of need.

To enable the tuition assistance committee to determine the amount of aid, if any, a student will receive, parents are asked to submit a confidential financial statement and copies of their most recent federal income tax returns, complete with all schedules. The Parents' Financial Statement (PFS) must be submitted by every family interested in receiving tuition assistance. It can be found at sssandtadsfa.force.com/familyportal/. The PFS should be submitted no later than December 1, and the supporting tax information should be submitted no later than April 15 for each year in which the family is seeking tuition assistance. Once the school makes a commitment to assist a student, it is continued so long as the need exists.

TUITION PROTECTION

A parent's financial obligation to Country Day is for the annual tuition charge for the student's contracted grade/program. The school cannot refund tuition or cancel unpaid obligations if the student withdraws after the contract cancellation deadline or is dismissed during the academic year.

As an opportunity for parents, Country Day makes available a tuition protection plan. There are two options for purchasing the plan which will cover a portion of the year's net tuition due to a student's withdrawal or dismissal from the school prior to the end of the contracted academic year.

1. Upon enrollment, parents can select the plan on their enrollment contract at 5% of the annual net tuition charge for the student's grade/program. The premium is due by the close of business day on May 1 and covers 50% of the prorated net tuition, from the date of separation to the end of the academic year, should the student be withdrawn or dismissed. Parents will be required to pay the remaining 50%. The student must attend seven consecutive calendar days of school beginning with the student's first class day of attendance in the academic year.
2. Between May 2 and August 1, parents of enrolled students may select the plan at 7% of the annual net tuition charge for the student's grade/program by contacting Country Day's Business Office. The premium is due in full upon selection of the plan and covers 40% of the prorated net tuition, from the date of separation to the end of the academic year, should the student be withdrawn or dismissed. Parents will be required to pay the remaining 60%. The student must attend seven consecutive calendar days of school beginning with the student's first class day of attendance in the academic year.

After August 1, the tuition protection plan is not available for students with previously signed enrollment contracts, and parents will be responsible for 100% of the tuition balance should the student be withdrawn or dismissed.

For new students who enroll after May 1 and throughout the academic year (as late-entering students), parents can select the tuition protection plan at 5% with 50/50 coverage. The plan must be selected upon enrollment, and the premium payment must be received by the Business Office in full prior to the student's first day of attendance.

HEALTH AND IMMUNIZATION RECORDS

All parents are required to complete student health information in our online health maintenance system. State of Ohio law (ORC 3313.671) states "no pupil, at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence that the pupil has been immunized or is in the process of being immunized." Cincinnati Country Day School also requires Emergency Medical Authorization (EMA) information to be submitted prior to or on the first day of school.

Students may need to have additional medical records completed prior to their first day of school. These forms may include over-the-counter medication, prescription medication, and asthma action or allergy action plans. Students in grades 7-12 participating in athletics are required to have an OHSAA physical and form completed and uploaded in our online health maintenance system before the first day of practice. Parents of new students must also submit a copy of the child's birth certificate.

Current parents may log into My CCDS Portal to access Magnus and the online health maintenance system at any time throughout the year to update medical and health information. The system provides required forms that can be completed and uploaded directly into the system. Parents of new students will be given credentials and access in mid-July for the new school year. Questions regarding health form information can be directed to the school nurse at nurse@countryday.net or (513) 979-0250.

Cincinnati Country Day School does not discriminate on the basis of race, color, creed, sex, gender identity, sexual orientation, disability, age (40 or over), national origin, ancestry, or military service/veteran's status in the administration of its educational programs and policies, admission decisions, tuition aid programs, employment practices and benefits, athletics, or other school-administered programs.