

Christ the King Lutheran Preschool  
1125 Bettis-Tribble Gap Road  
Cumming, Georgia 30040  
678-513-4338  
[www.ctlutheran.com](http://www.ctlutheran.com)

### Payment Policy

The Registration Fee is **non-refundable**. This policy was stated on the registration form that you filled out and signed to enroll your child and the registration receipt will be sent via email if requested.

**The annual Preschool tuition amount due is \$3420.** If paid in full by August 1<sup>st</sup>, you will receive a 10% discount (equal to \$342). Otherwise, this annual tuition is collected in nine equal monthly payments of \$380.

Tuition is expected for the FULL ANNUAL AMOUNT and is **non-refundable** regardless of class attendance. There will be no refunds made for unattended classes or student withdrawal. If a student is withdrawn from the school, the family will still be liable for the remainder of the year's unpaid tuition.

September tuition is collected in May to ensure enrollment for the upcoming school year. Failure to pay September tuition by May 10th will forfeit your child's spot in the preschool program. The remaining eight tuition payments are made monthly and are collected 1 month in advance, beginning September 1 and ending April 1.

Tuition is due in the preschool office no later than the 10<sup>th</sup> day of each month. **Accounts with a past due balance after the 10<sup>th</sup> of the month will be charged a \$25.00 late fee.**

Tuition is based on a start time of 9:00 a.m. and a pick-up time of 1:00 p.m. We do not offer an early drop-off or a late stay program. **Children collected after 1:10 p.m. should be picked up in the preschool office. A fee of \$10.00 for every 5 minutes the child is left in the care of the preschool will be charged.**

**Please use the envelope provided to send in payments entirely filling the envelopes out.**

**PLEASE MAKE ALL CHECKS PAYABLE TO:** Christ the King Lutheran Preschool

**Please keep the upper portion of this Payment Policy for your future reference.**

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I have read the 2026-2027 **Payment Policy** as outlined by Christ the King Lutheran Preschool. I agree to pay the full annual tuition amount of \$3420. I recognize and understand all fees for the 2026-2027 school year and agree to the terms and conditions above.

Child's Name (Printed): \_\_\_\_\_

Parent/ Guardian Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_ Parent/ Guardian's Signature: \_\_\_\_\_