

Christian Liberty Academy School System

A Ministry of the Church of Christian Liberty

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

Phone: (847) 259-4444 ~ Email: custserv@homeschools.org ~ Web site: www.homeschools.org

Dear family:

We have sent this letter in response to your request for financial assistance as you enroll into our CLASS home school program.

Christian Liberty's scholarship policy allows families who are struggling financially to provide a Christian education within the home rather than send their children to the public schools. The family must cover one-third of the overall enrollment costs. The family's church and/or Christian support organization must cover one-third, and Christian Liberty will cover the remaining third.

Because Christian Liberty has no means of confirming a family's financial need, we leave this responsibility with the local church or support organization—those who are closest to the family. The willingness of the church/support organization to help pay the tuition cost serves as corroboration of financial need.

Payments made by the church/support organization must be drawn on their account; a family may not write a check to cover the church/organization's portion. Additionally, payment from the family must be in the form of a check or money order. Christian Liberty will not accept credit card payments for scholarship applications.

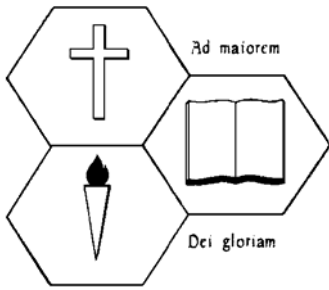
If our scholarship policy is acceptable to you, please complete the attached agreement form and return it with the appropriate payment and any enrollment application forms not already submitted. If we do not hear from you within the next sixty days, your enrollment application will be returned.

If you have any questions regarding our scholarship policy, please call our CLASS Customer Service at (847) 259-4444.

Respectfully,

Mark L. Beuligmann

Administrative Director



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SCHOLARSHIP AGREEMENT

Review the **reverse** side of this form. Then type or clearly print the information requested below.

Family Name _____ Family ID _____
First Last For re-enrolling families only

Address _____

1 CLASS PLAN Enrolling ____ K-1st grade students at \$255 each = **a)** \$ _____

Enrolling ____ 2nd-8th grade students at \$505 each = **b)** \$ _____

Enrolling ____ 9th-12th grade students at \$575 each = **c)** \$ _____

FAMILY PLAN Enrolling ____ K-1st grade students at \$235 each = **d)** \$ _____

Enrolling ____ 2nd-8th grade students at \$365 each = **e)** \$ _____

Enrolling ____ 9th-12th grade students at \$420 each = **f)** \$ _____

2 Total tuition owed for all students – Add Lines a, b, c, d, e, and f. **2** \$ _____

3 Miscellaneous Fees, if any (specify student and item):

a) Student _____ Item _____ **a)** \$ _____

b) Student _____ Item _____ **b)** \$ _____

c) Student _____ Item _____ **c)** \$ _____

d) Student _____ Item _____ **d)** \$ _____

4 Total miscellaneous fees – Add Lines a, b, c, and d. **4** \$ _____

5 **TOTAL** amount owed – Add Lines 2 and 4. **5** \$ _____

6 Divide Line 5 by three to determine amount to be paid by each party.

a) Family **a)** \$ _____

b) Church or Christian support organization **b)** \$ _____

c) Christian Liberty **c)** \$ _____

7 Amount already paid by family, if any. **7** \$ _____

8 **TOTAL** amount owed by family. Subtract Line 7 from Line 6a. **→ 8** \$ _____ **←**

9 **TOTAL** amount owed by church or Christian support organization. Enter Line 6b. **→ 9** \$ _____ **←**

You must **SUBMIT BOTH PAYMENTS TOGETHER** with this application and any necessary enrollment forms.
 Your scholarship application will be rejected if both payments are not received with this agreement.

Parent/Guardian Signature _____ Date _____

Pastor/Representative Signature _____ Title _____

Church/Organization Name _____ Phone _____

SUBMIT ONE COPY OF THIS FORM WITH BOTH PAYMENTS AND ANY ENROLLMENT APPLICATIONS TO CLASS

GIVE ONE COPY OF THIS FORM TO YOUR CHURCH/SUPPORT ORGANIZATION

KEEP ONE COPY FOR YOUR RECORDS

SCHOLARSHIP INSTRUCTIONS AND CONDITIONS

- LINE 1** Enter, under the appropriate enrollment plan and grade levels, the number of students being enrolled at this time. Multiply each number by its appropriate tuition fee and enter the dollar amount.
- LINE 3** Miscellaneous fees relating to the enrollment, such as course charges or First-Class postage for a post office box, can be included on the scholarship application provided the price is known in advance.
- If several items apply to one student, you may list these items on a single line and include the sum total of the cost in the space provided. You may also list several students on the same line if they apply to a single item. If an item applies to all students (e.g., First-Class postage), then write "ALL" where it says *student*.
- Unknown miscellaneous fees, or fees that are not included on the scholarship application, may not be added at a later date. Fees incurred at a later date will be billed separately under our regular billing terms and conditions (due within 30 days).
- No outstanding balance can be added to the scholarship agreement. Previous balances must be paid in full before your enrollment application(s) can be accepted.
- LINE 5** The total amount owed for all students currently being enrolled.
- LINE 6** Divide the amount listed in Line 5 by three to determine the amount to be paid by each party, and enter the appropriate amounts accordingly. Odd pennies may be added to the amount covered by Christian Liberty.
- LINE 7** If the family has already submitted a partial payment, enter that amount here.
- LINE 8** The total amount still owed by the family for this enrollment.
- LINE 9** The total amount that must be paid by your church or Christian support organization for this enrollment.

ADDITIONAL INFORMATION

1. This form must be signed and dated by both you and your pastor or organization representative before we can accept it. The pastor or representative must also provide church/organization name and phone number.
 2. The entire amount owed must be submitted with the enrollment application. No time payment options are available.
 3. Payments from the family and the church/organization must be submitted together with the application materials. Payment from the church/organization must be drawn on their account (the family may not pay this portion). The family's payment must be made by check or money order; it cannot be made by credit card.
 4. Prices may change without notice. If this agreement is submitted with old price information, you will be sent a corrected scholarship form that must be signed and returned.
 5. Any financial credit from reusable book lists will be paid to the family based on our reusable book policy. This credit will be issued after your student's books have been shipped.
 6. If you cancel your enrollment, it will be processed according to our normal cancellation policy. However, any fees deducted will be taken from the portion paid by the family. Fees will be deducted from the church/organization's portion only if these fees exceed the amount paid by the family.
- The cancellation request must also include a signed letter from the church or Christian support organization before it can be processed. If the church/organization wishes to have its payment returned, their letter must include a return address. Payments made by the church/support organization will not be returned to the family.
7. When submitting your enrollment application and scholarship request, be sure to include the following information:

One copy of the scholarship agreement

Your enrollment application(s)

Your check or money order

The check from your church or Christian support organization

Mail to: Attn. Enrollments, CLASS, 502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

8. Because of the extra steps needed to process scholarship applications, use of this form may delay your curriculum shipment by at least seven (7) to ten (10) business days.
9. Christian Liberty reserves the right to deny the scholarship option to anyone. You will be notified if this occurs.