



Abiding Savior Lutheran School
Continuous Enrollment
2023 – 2024

Serve One Another - 1 Peter 4:10



Abiding Savior Lutheran Church & School

23262 El Toro Road, Lake Forest, CA 92630

abidingsavior.com | f: abidingsaviorlakeforest | ig: abidingsavior

January 2023

Dear Abiding Savior Parents/Guardians,

Thank you for being a part of the Abiding Savior family. As current students and families of Abiding Savior Lutheran School, we want you to continue to be part of that family and share in the excitement of continuing your child's education at Abiding Savior Lutheran School. One of the greatest gifts a parent can give to their child is consistency and a strong foundation filled with genuine love. We at Abiding Savior help you do that through our school.

Our vision for the future continues to be committed to providing excellent Christian education in this community. Our faculty and staff are committed to ensuring that our students experience the loving grace of our Lord and Savior as its number one priority and providing a nurturing environment where the students can grow and become everything that God intended for them to be. The faculty continues to be involved in professional development to ensure that the best academic practices are implemented on our campus and are preparing our students for the 21st century. We value the partnership we share with you instilling in your child a growth mindset for success.

Our new tuition rates for next year are enclosed. We have simplified our Continuous Enrollment process to save you time and effort. As a current student of Abiding Savior, your enrollment is continuous from one year to the next. We will bill half of the non-refundable registration fee in FACTS on February 28 and the other half on May 15. Unless we are notified otherwise by you by February 18, 2023.

If you would like to be placed in the Continuous Enrollment Registration Raffle, ***please return the Continuous Enrollment Registration Fee Agreement form by February 7, 2023. Please note this is not necessary for your registration, as a current student you are automatically registered for next year.***

The future remains bright for Abiding Savior, and we want you to continue to be a part of our family. This Continuous Enrollment makes the registration process much easier for you.

If you have any questions, please feel free to call me or Yesi Naber, Admissions Director.

Looking forward to serving you and your family in the new academic year!

Blessings,

Mrs. Donna Lucas, M.Ed.

Joyfully and intentionally make and nurture disciples who make disciples

Rev. Glenn A. Lucas
Senior Pastor

Donna Lucas
Elementary School Principal

Mary Wolfenbarger
Preschool Director

Church (949) 830-1460 • Elementary School (949) 830-1461 • Preschool (949) 837-4292



TUITION AND FEES

Transitional Kindergarten – 8th Grade

2023-2024

	Transitional Kindergarten	Kindergarten Half Day	Kindergarten Full Day	Grades 1-4	Grades 5-8
Tuition	\$5,750	\$5,750	\$8,250	\$8,750	\$9,100
Registration Fee	\$450	\$525	\$525	\$675	\$675

**These are the cash prices*

REGISTRATION FEE

- **NON-REFUNDABLE. NON-TRANSFERABLE FEES.**
- Covers fixed costs such as teaching materials, textbooks, student workbooks, emergency supplies, student insurance, Field Day, Art Masters, and school yearbook.

FAMILY DISCOUNTS

- Tuition Discounts are available to families who have two or more children enrolled in our school. Please contact Mrs. Lucas, Principal, to discuss the available options.

PAYMENT OPTIONS

Tuition is an annual charge but may be paid in full or divided into equal monthly payments.

- **Option A:** Payment in Full with a **3%** early payment discount if paying by cash or check – due by June 30, 2023.
- **Option B:** 12-month payment plan, with the 1st payment due in June 2023 and continuing through May 2024.
- **Option C:** 10-month payment plan, 1st payment due in June 2023 and then September 2022 through May 2024.

TUITION PAYMENT

- All tuition payments are made through **FACTS Management**. They will be automatically deducted from a designated checking account, savings account, debit card, or credit card.
- In addition to tuition payments, incidental charges including extended care and other fees are billed by the 10th of the next month using the **FACTS Incidental Billing** program – regardless of whether a family has utilized FACTS as the means of tuition payment.
- Monthly tuition and incidental charges invoices and balance reminders will be sent to you via email.
- Monthly tuition payments are due by the 20th of the month.
- Pay by automatic debit through your checking or savings account or by credit card (MasterCard, Discover, and Visa). A convenience fee applies for credit card payments.
- A fee will be assessed for all late payments and any dishonored payments.
- If your child's start date is after September 15, 2023, the annual tuition will be pro-rated based on the number of days your child is enrolled in the school and will be divided into equal monthly payments.
- All final tuition payments (including children who start after the first day of school) must be paid by May 20, 2024, and any extended care and incidental charges incurred after that must be made by June 20, 2024.

MID-YEAR ENROLLMENT

- For students enrolling any time after the first day of school, tuition will be pro-rated based on days remaining in the school year. There are no adjustments made to Registration Fees.

WITHDRAWAL POLICY

- To terminate enrollment, parents must notify the Principal in writing. In the event of student withdrawal after registration, all accounts must be paid up to and including the month in which the student is withdrawn. There are no refunds on previously paid tuition installments; this includes payments made from June through August. If the full year was paid in advance, only the equivalent remaining installments are refundable; and if the withdrawal is made before the first day of school, June through August's payments are non-refundable. There are no refunds of any kind after March 1st of the current school year. Report Cards and school records are not released until all accounts are current. A student's FACTS account will be terminated 30 days from the written notice of withdrawal.



January 23	<ul style="list-style-type: none"> Current TK through Grade 8 initial letter on automatic Continuous Enrollment emailed out.
February 1	<ul style="list-style-type: none"> Continuous Enrollment Raffle begins. Bring into the school office the Continuous Enrollment Registration Fee Agreement form. Financial Aid Applications may be submitted through FACTS. Your tuition account must be current/in good standing to apply.
February 7	<ul style="list-style-type: none"> Continuous Enrollment Raffle ends.
February 17	<ul style="list-style-type: none"> Any changes to enrollment plans must be submitted to Mrs. Lucas, admissions office, or school office.
February 28	<ul style="list-style-type: none"> Half of the registration fee will be billed in FACTS.
March 31	<ul style="list-style-type: none"> Financial Aid application deadline.
May 15	<ul style="list-style-type: none"> Registration fee remainder will be billed in FACTS. The registration fee increases \$100 (per child) after this date.
June 1	<ul style="list-style-type: none"> FACTS tuition agreement and Gradelink students' profiles update are due. <ul style="list-style-type: none"> For FACTS, please send the school office (khorn@abidingsavior.com) a written notification if you wish to make changes to your scheduled payment. Notifications must be made five business days prior to the scheduled payment.
June 20	<ul style="list-style-type: none"> First Tuition payment due for 12-month payment plan (June 2023 – May 2024). First Tuition payment due for 10-month payment plan (June 2023 then September 2022 - May 2023).
June 30	<ul style="list-style-type: none"> Tuition payment in Full due with 3% early payment discount if paying by cash or check.

Note: The continuous enrollment process and timeline is reviewed and updated when appropriate.

Registration Fee

Non-refundable. Non-transferable.

Family Discount

Tuition Discounts are available to families who have two or more children enrolled in our school. Please contact Mrs. Lucas, Principal, to discuss the options that are available.

Ministry Discount

Concordia University, Crean Lutheran High School, and Orange Lutheran High School Faculty Members – inquire at the admissions office about tuition discount rates available.



Family Name _____

Children's Names:

1. _____ Grade _____

2. _____ Grade _____

3. _____ Grade _____

4. _____ Grade _____

We will bill half of the registration fee (non-refundable) in FACTS on February 28 and the other half on May 16. Unless we are notified otherwise by you by February 18, 2022.

Please select the desired payment option and return it to the school office:

_____ **OPTION 1:** Pay in Full – by February 28th

_____ **OPTION 2:** (2) Payments – First Half due February 28th
– Second Half due May 16th

_____ **OPTION 3:** (4) Equal Payments – due the 20th of February, March, April, and May

Parent/Guardian Signature

Date

OFFICE USE ONLY

RECEIVED BY

DATE



CONTINUOUS ENROLLMENT

RAFFLE

2023/2024

FIRST PRIZE : LOCK-IN 2022/2023 TUITION RATES

SECOND PRIZE: \$500 OFF REGISTRATION FEE

THIRD PRIZE: \$100 SCRIP CARD

OC STITCH (5 WINNERS): \$35 GIFT CERTIFICATE

Bring to the school office your

Continuous Enrollment Registration Fee Agreement Form by
February 7th to be entered in the raffle.



RULES:

- Bring your Continuous Enrollment Registration Fee Agreement Form to the school office.
- Preschoolers joining TK or K must complete online application.
- Second half of the Registration Fee due May 15, 2023.
- A family with more than one student can only qualify to win one (1) registration fee prize.

**WINNERS WILL BE ANNOUNCED
ON TUESDAY FEBRUARY 8TH!**

Abiding Savior Lutheran School offers Variable Tuition to qualified families on a first-come, first-served basis. Awards are determined by each family's financial needs based on an application and supporting documents provided by the family. Students receiving Variable Tuition are expected to maintain commendable academic standing and attendance, behavior, effort, and citizenship. The students and their families will support the purpose, mission, and core values of Abiding Savior Lutheran School and are encouraged to be involved in the life of the school community.

Financial Aid applications are available **only** online through FACTS.

TO BE ELIGIBLE FOR FINANCIAL AID YOU MUST:**1. RETURNING STUDENTS & PRESCHOOL FAMILIES**

Must have re-enrollment paperwork complete and the registration fee (**non-refundable**) paid before you can apply and receive any financial aid, and your tuition account must be in current/good standing.

2. NEW STUDENTS

The enrollment process must be completed, and the registration fee (**non-refundable**) must be paid before applying. Applicants who elect not to submit the registration fee with their aid application cannot be guaranteed a class seat and are subject to placement on a waiting list.

3. Submit only one Financial Aid application per household, regardless of whether you have more than one student or multiple students.
4. All supporting documentation must be uploaded to FACTS.
 - Copies of your 2022 Federal tax forms including all supporting tax schedules
 - Copies of your 2022 W-2 forms for both you and your spouse
 - Incomplete applications will be delayed in processing and will not be considered until all the information required by FACTS has been received.
5. There is a **\$40 application fee (non-refundable)** that will be requested by FACTS at the time of tuition assistance application submission.
6. Please **do not** return any information related to the financial aid process to Abiding Savior. Upon completion of your application, FACTS will contact you directly to confirm receipt. Should any information be missing or incomplete, you will be advised by FACTS.
7. Assistance is granted for a period of one school year. Under no conditions will assistance be granted beyond one year without a new application being filed.
8. Abiding Savior **does not meet full financial aid needs** and **no student's tuition is 100% covered**.
9. The deadline to apply to FACTS is **Friday, March 31, 2023**. Please note, there is one deadline for financial assistance. If you missed the deadline; you may still apply. However, late applications will only be processed if funds are available.
10. Financial aid awards and any/all other school discounts may not be combined.
11. At any time during the period of assistance if there is a change in the financial position of the recipient and the need for assistance ceases, it is expected that the school is notified so that the funding may be used for other applicants.
12. Abiding Savior does not discriminate based on race, color, nationality, or ethnic origin in administering financial assistance.

NOTIFICATION:

Notice of acceptance or denial will be emailed to applicants by April 28, 2023.

If you have any questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262, or contact Yesi Naber, Admissions Director, at ynaber@abidingsavior.com, or 949-830-1461 ext. 2113.



Active members of Abiding Savior Lutheran Church are eligible for a tuition assistance Grant of the yearly tuition. An active member is defined as a communicant member of Abiding Savior Lutheran Church who attends church services at Abiding Savior at least 40% of the time.

We can provide this grant because active communicant members support the church and school ministry through their time, talents, and offerings.

Tuition discounts are available for families who have more than two children enrolled in our elementary school. Please contact Mrs. Lucas to discuss the options available.

To receive this Grant, please sign the application printed below and return it with your registration forms and fee to the school office. Please keep a copy of this page for your reference.

Grade	Full Annual Tuition	Member Grant Annual Tuition	Member Grant Monthly Tuition (Based on 12 equal payments)
Transitional Kindergarten (Half Day)	\$5,750	\$5,175	\$431
Kindergarten (Half Day Program)	\$5,750	\$5,175	\$431
Kindergarten (Full Day Program)	\$8,250	\$7,425	\$619
Grades 1-4	\$8,750	\$7,875	\$656
Grades 5-8	\$9,100	\$8,190	\$683

I am an active communicant member of Abiding Savior Lutheran Church and agree to attend services at Abiding Savior Lutheran Church at least 40% of the time and to support Abiding Savior Lutheran Church with my time, talents, and offerings. I understand that if I do not meet the attendance qualifications stated above, each trimester I will no longer be eligible for the Active Member Tuition Grant and will be charged the full rate.

Name of Parent (please print): _____

Name of Students (please print): _____

Parent Signature: _____ **Date:** _____

CHURCH OFFICE USE ONLY

_____ The Grant is authorized.

_____ I would like to meet with this family before authorizing the Grant.

Signature of Pastor: _____ **Date:** _____



Refer a NEW STUDENT TO ABIDING SAVIOR, and you can *MAKE AN IMPACT* for them and YOU!

When a new family enrolls their child(ren) in
ABIDING SAVIOR LUTHERAN SCHOOL

**WE WILL CREDIT YOUR TUITION
\$750**

Complete the form below and have the new family submit the completed form with their New Student Application.

NEW ENROLLING FAMILY

Parent's Name		Student Name	
Grade		Phone #	
Email			

REFERRING FAMILY

Parent's Name		Student Name	
Phone #		Grade	
Email		Date Submitted	

You will receive your tuition credit, issued upon the successful completion of the 1st trimester of the school year by the new student. Credit is non-transferable and has no cash value. *Your tuition credit will be issued in February 2024*.*

***Restrictions Apply:**

- To qualify, the referral program is limited to brand **NEW** students enrolling at Abiding Savior Lutheran School and does not apply to students returning or that have attended ASLS in the past.
- You will receive your tuition credit, issued upon the successful completion of the 1st trimester of the school year by the new student.
- The tuition credit is non-transferable and has no cash value. Your tuition credit will be issued in February 2024*.
- The referral program is for domestic students in grades TK-8, the referral program excludes I-20 students.
- *\$750 credit cannot be used in conjunction with other grants, financial aid, or families receiving other tuition discounts. Those on grants financial aid or receiving other tuition discounts are eligible for a \$100 Scrip Card.
- Abiding Savior Lutheran Preschool is part of Abiding Savior Lutheran School; therefore, students in ASLP that enroll in the elementary school are not considered new.
- ASLS reserves the right at any time as its sole discretion to determine, vary or change from time to time the terms and conditions of this offer without prior notice.

Principal Signature Approval

Date



EXTENDED SCHOOL-AGE CARE REGISTRATION FORM 2023-2024

Family Name: _____

Student's Names:

1. _____ Grade _____ Options selected _____

2. _____ Grade _____ Options selected _____

3. _____ Grade _____ Options selected _____

OFFICE USE ONLY

REC. BY

DATE

REC. BY

DATE

REGISTRATION FEE

_____ \$75.00 (per child). Paid at the time of enrollment.

- Fees are prorated over the course of the entire school year.
- You will be charged a \$25.00 service fee for switching options during the school year.
- Half Day Kindergarten - ESC is available to Half-Day Kindergarten students before school and on early dismissal days.

PLEASE CHECK THE DESIRED OPTIONS

TRANSITIONAL KINDERGARTEN PLUS OPTIONS

_____ TKA | 5 days/wk _____ TKA-3 | 3 days/wk _____ TKA-2 | 2 days /wk _____ TKA-1 | Occasional use

EXTENDED SCHOOL CARE OPTIONS

FULL TIME

- B. _____ AM care, PM care until **4:30 pm**; includes all early dismissal days; full days off for teacher in-service and parent teacher conferences.
- C. _____ AM care, PM care until **6:00 pm**; includes all early dismissal days; full days off for teacher in-service and parent teacher conferences.

PART-TIME

- D. _____ AM care only – 7:00 am – 8:15 am
- E. _____ PM care only until 4:30 pm – includes all early dismissal days
- F. _____ PM care only until 6:00 pm – includes all early dismissal days

OCCASIONAL USE HOURLY

- G. _____ Occasional use care will be charged at a rate of \$15 per hour. Usage **will** exceed 4 times in one month and the registration fee applies.
- G-1. _____ Occasional use care will be charged at a rate of \$15 per hour. Usage **will not** exceed 4 times in one month and the registration fee does not apply. NO REGISTRATION FEE IS REQUIRED.

PARENT SIGNATURE

DATE

Holidays are Non-School Days in which ESC will offer Holiday Camps. Holidays are not covered under the above plans/fees. Holiday Camp registration forms will be available approximately two weeks before each Holiday. Registration in advance is required.

_____ Parent/Guardian Initials.

REGISTRATION:	\$75 fee	By June 15 or new student
TK PLUS OPTIONS:		
TK A TK A - 3 TK A - 2 OPTION A - 1: Drop-in Rate	11:30 - 3:00 pm 5 days a week / \$2,050 3 days a week / \$1,230 2 days a week / \$820 \$40.00 per day	Paid in 10 monthly installments beginning 8-15-23 Based on space availability and director approval
FULL TIME OPTIONS:		
OPTION B: 1st Child 2nd Child	7:00 - 8:15 am 3:00 - 4:30 pm \$2,110 \$1,900	Includes all early dismissals, parent teacher conferences and in-service days Paid in 10 monthly installments beginning 8-15-23 - 1st child & 2nd child
OPTION C: 1st Child 2nd Child	7:00 - 8:15 am 3:00 - 6:00 pm \$2,955 \$2,655	Includes all early dismissals, parent teacher conferences and in-service days Paid in 10 monthly installments beginning 8-15-23 - 1st child Paid in 10 monthly installments beginning 8-15-23 - 2nd child
PART TIME OPTIONS:		
OPTION D: 1st Child 2nd Child	7:00 - 8:15 am \$955 \$860	Paid in 10 monthly installments beginning 8-15-23 - 1st child & 2nd child
OPTION E: 1st Child 2nd Child	3:00 - 4:30 pm \$1,140 \$1,025	Includes all early dismissals - 11:45 a.m. Paid in 10 monthly installments beginning 8-15-23 - 1st child & 2nd child
OPTION F: 1st Child 2nd Child	3:00 - 6:00 pm \$2,095 \$1,885	Includes all early dismissals - 11:45 a.m. Paid in 10 monthly installments beginning 8-15-23 - 1st child & 2nd child
OPTION G: Occasional use	\$15 per hour	Per hour or any part thereof per child. No registration fee required unless usage exceeds 4 times a month.

Holidays are Non-School Days in which ESC will offer Holiday Camps. Holidays are not covered under the above plans/fees.

Holiday Camp registration forms will be available approximately two weeks before each Holiday. Registration in advance is required.