



Enrollment Guide for Returning Families

Opens: January 2, 2024

ADMISSIONS TIMELINE

January 2nd	Enrollment Portal Opens for Current Families
January 2nd	Tuition Assistance Portal Opens
January 22nd	Enrollment Portal Opens for New Families
April 1st	Application Processing Fee Increases
August 15th	Application Processing Fee Increases

ADMISSIONS OVERVIEW

1. Pay your Application Processing Fee (fee is per student).
2. Complete your online enrollment application, including all required paperwork.
3. Pay your Tuition Deposit to secure your child(ren)'s spot for the upcoming school year.

TO REGISTER

Please note, your application will not be considered for acceptance until the application processing fee is paid, and all required documents have been submitted.

- Website: <https://sycamore.school/login?schoolId=1755>
 - To login use your Sycamore family username and password.
- Follow the prompts to fill out each section. It is essential that you **update** or **confirm** all the information that we have on record is correct.
- After uploading all the required paperwork, hit the submit button.
- You will receive a confirmation email when your application has been successfully submitted.

Please note that your child(ren)'s spot is not considered secure until the tuition deposit has been received.

REQUIRED PAPERWORK

- Required paperwork can be uploaded into Sycamore (except for the Payment Authorization Form) or turned in at the school. Copies of the required documents can be found in the family document section of the enrollment portal and include:

Required Family Documents	<ul style="list-style-type: none"> • Payment Authorization Form (ACH or Credit Card) • Extended Day Registration Form (if applicable)
Required Returning Student Documents	<ul style="list-style-type: none"> • Immunization Records – for students who have changes to their immunization history • Health Care Summary – for all students with significant recent health changes or allergies • Tell Us About Your Child
Required Kindergarten Student Documents	<ul style="list-style-type: none"> • Birth Certificate • Immunization Records • Health Care Summary • IEP/ISP or 504 Plan (if applicable) • Preschool Screening

- The Payment Authorization Form (ACH or Credit Card) should be mailed to Magnuson Christian School (Address: 4000 Linden Street, White Bear Lake, MN 55110.) Or families are welcome to drop off the form at school. To protect your financial information, we ask that you do not submit the Payment Authorization Form digitally. This form is required for all returning families that have selected the 10-payment tuition plan and would like to change the account that will be used to pull tuition.

APPLICATION PROCESSING FEE

\$100 per child	Through March 31st
\$150 per child	Beginning April 1 st
\$250 per child	Beginning August 15th

- Application processing fees have been charged to each family's Sycamore account as of January 2, 2023. Please refer to 'Application Processing Fees' in your Sycamore account when you make your payment.
- Please note, a completed enrollment application and payment of the Application Processing Fee are required by the due date(s) to not incur a higher enrollment fee.

TUITION DEPOSIT

For the upcoming school year, a deposit is required for returning families to hold each student's spot for the upcoming school year. (This has been reduced for our current families from the amount that will be required for new families to our school).

Kindergarten Tuition Deposit: \$325

First Grade Through Eighth Grade Tuition Deposit: \$375

This is a **non-refundable deposit**. If the student is still enrolled, this deposit will be applied toward the tuition due for the next academic school year.

The Tuition Deposit will be charged to your family's Sycamore account by the time the enrollment portal opens and families can log in to Sycamore to pay the tuition deposit using the account of their choice.

Enrollment will be opened to new families on January 22nd and applications for new families take two weeks to process. We strongly encourage current families to apply and pay their deposit prior to February 1st to secure their spot for the 2024-25 school year. Spots will be filled on a first come first serve basis.

TUITION SUMMARY

After being accepted, you will receive an individualized tuition summary for your family that will detail your payment due dates and amounts.

TUITION

2024-2025 Academic Year

	ANNUAL	2 PAYMENT PLAN	10 PAYMENT PLAN
Kindergarten	\$6,450	\$3,225	\$645
1 st through 8 th Grades	\$7,550	\$3,775	\$755

PLANS

- 1 Payment Plan - full tuition payment is due by August 15th. No Payment Authorization Form is required. Families who participate in the single payment plan will receive an additional 5% discount off their net tuition due. Discount will be rescinded if single payment plan is late or modified.
- 2 Payment Plan - the first half of tuition is due by August 15th and the second half is due on January 15th. No Payment Authorization Form is required.

- 10 Payment Plan - tuition will be split up into 10 payments and will be withdrawn automatically from your account on record on the 15th of each month from August to May. Payment Authorization Form is required.

TUITION ASSISTANCE

- The tuition assistance portal will open January 2nd.
- Tuition assistance is given on a first come first served basis. Please submit your application as soon as possible.
- To apply please go to: <https://online.factsmgt.com/signin/4KW1T>
- Family's will be contacted within 14 business days about their tuition assistance packages after the application fee has been paid and all required paperwork has been received.

TUITION ASSISTANCE POLICIES

1. Tuition assistance can be applied for at any grade level.
2. All families are eligible to apply for tuition assistance.
3. Not all families who apply will receive tuition assistance.
4. Tuition assistance is given on a first-come first served basis.
5. All families who request tuition assistance will need to apply annually.
6. All enrollment requirements, including paid enrollment fee, must be completed for tuition assistance to be processed.
7. Students in grades K - 8th, after tuition assistance and discounts, must pay at a minimum \$4,000 per student.
8. The Tuition Assistance Committee may propose gradual reductions of tuition assistance for returning students applying for tuition assistance.
9. The deadline for application of returning students will be posted annually by the school.

DISCOUNTS

All discounts can be applied to any grade level. Students in K-8th, after tuition and discounts, must pay a minimum of \$4,000 per student.

Ministry Partner Discount*

1. Students enrolling at any grade level who previously participated in a Lake Area Discovery Center (LADC) preschool program (any location) will receive a 5% discount.
2. Students whose tuition paying family member is a current Community of Grace Lutheran Church (CGLC) member or current regular attender will receive a 5% discount.

3. Students whose tuition paying family member is currently enrolled in Master's Institute (MI) will receive a 5% discount.

Service Partner Discount*

Students whose tuition paying family member is an active/retired Pastor or active/retired Military will receive a 5% discount.

Staff Discount*

Students of MCS, CGLC, and LADC (all locations) staff will receive a 65% discount. Can not be combined with New Student Referral Discount and the largest discount would be applied. Minimum tuition rate not applicable.

Multi-student Discount

Each sibling of a current MCS students will receive a \$1,000 discount.

Single Payment Plan Discount

Families who participate in the single payment plan will receive an additional 5% discount off their net tuition due. Discount will be rescinded if single payment plan is late or modified.

*Ministry Partner, Service Partner and Staff discounts cannot be combined, and the largest discount would apply.

New Student Referral Discount

Returning families who refer a new family to MCS will receive a one-time \$1,000 discount. The new family must enroll for the 24-25 school year. The family who is referred will also receive a one-time \$500 discount. See FAQ for more information.

Need Help?

If you have questions regarding the Sycamore portal, please contact Sarah Spinner at sspinner@magnusonschool.org. If you need assistance to complete the application appointment times are available.

General FAQ

Q: Why are tuition rates increasing and will there be additional increases in subsequent school years?

A: Tuition is MCS's most critical source of funding and helps the school provide the resources needed to deliver high quality Christ-centered education to our students. It is what MCS uses to compensate staff, purchase equipment and materials, and keep our facility fresh and safe. As these costs increase over time, tuition rates need to be adjusted to keep pace. MCS is dedicated to providing our families with the best value in private Christian education. MCS was able to keep rates level for the past years, but continued increases in expenses have been the driver of these rate adjustments.

Q: If I sign up for the single payment plan but need to make an adjustment due to unexpected life changes, will I still be allowed to get discounts or tuition assistance?

A: Families will be allowed to make modifications to their tuition payment plan and will incur an administrative fee for each modification. Additionally, the 5% single payment discount will be removed if previously awarded. All other discounts or tuition assistance will remain.

Q: I have seen other schools charge additional fees on top of tuition. How does MCS compare?

A: MCS includes many of our fees with the tuition rate so families can have peace of mind knowing that they are covered with their tuition payment. A list of fees that other school charge on top of their tuition rate that are automatically included in MCS tuition can be found on our Fee Schedule.

Examples of fees excluded from MCS tuition are as follows:

1. Monogramming
2. Registration
4. Extended day

Q: We have a family member who is a veteran, can we apply for the Service Partner discount?

A: The Service Partner Discount is tied to the individual making the tuition payments. Similar requirement for the Ministry Partner discount with CGLC and MI.

Q: Our family has fallen on unexpected financial hardships, what can we do?

A: MCS encourages all families to reach out to board@magnusonschool.org with any questions or concerns so that we can work together to find a solution that everyone can be happy with.

New Student Referral Discount FAQ

Q: I referred a new family to MCS, when will my discount be applied?

A: The New Student Referral Discount will be applied over the course of the active school year. If your family withdraws from MCS prior to the completion of the school year, the discount will be prorated.

Q: Can I refer multiple new families for the same school year?

A: Yes! The referring family will receive \$1,000 per new student, with a maximum deduction not to exceed the minimum tuition of \$4,000 per student.

Q: If I refer a new family with 3 new students, what will my discount be?

A: The referring family will receive \$1,000 per new student, with a maximum deduction not to

exceed the minimum tuition of \$4,000 per student.

Q: I referred a new family to MCS, and they applied but didn't attend, do I still get the discount?

A: No, the New Student Referral Discount is contingent on the new student attending MCS.

Q: I am already paying the minimum tuition rate of \$4,000 per student, can I still refer new families to MCS?

A: Yes! All families are encouraged to spread the word by sharing their experience in the hopes that more families will join MCS. However, students in grades K – 8th , after tuition assistance and discounts, must pay at a minimum \$4,000 per student. And no, you cannot defer a tuition discount to a future school year.

Q: My question wasn't addressed, where can I get more information about tuition, tuition assistance, or tuition discounts?

A: We welcome continued conversation including feedback, suggestions, or questions. All families are encouraged to use the board@magnusonschool.org at any time!

Magnuson Christian School admits students of any race, color, national, and ethnic origin. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.