

FAITH CHRISTIAN ACADEMY FINANCIAL AGREEMENT 2024-2025

By submitting your electronic signature on the online form, you acknowledge agreement to the statements and policies below. This signed agreement is between the parent(s) or legal guardian(s) (Collective "Parent") and Faith Christian Academy (FCA)

Faith Christian Academy operates on a carefully controlled budget. An integral part of maintaining that budget is the timely receipt of all enrollments, tuition, before and after school care, lunch, and other fees. In order to accomplish this goal, the FCA/Church Board has adopted the following tuition payment policy. This policy will be strictly adhered to and enforced by the Administration.

FACTS AUTO PAY POLICY

Tuition is drawn on the 5th and incidentals are drawn on the 20th monthly. All **tuition** and **incidental** payments are made through **FACTS Tuition Management** by electronic draw from a checking account, savings account, or credit/debit card. All accounts (tuition & incidentals) are required to be set up for **autopay**. FACTS charges a 2.95 % convenience fee for credit card payments only. **It is the parent's responsibility to keep track of the payments' due dates and ensure sufficient funds are available in the account to avoid an NSF fee of \$30.**

APPLICATION PROCESSING FEE: PER NEW STUDENT (Non-refundable)

A non-refundable \$200 Application Processing Fee is required at the time of submitting your online application to FCA. This fee covers the costs associated with the application process and any testing that is required. This fee does not apply to current families re-enrolling at FCA.

ENROLLMENT FEE: PER STUDENT (Non-refundable)

A non-refundable \$200 Enrollment Fee is required at the time a new student is accepted as a student and completes the online enrollment process. This fee is also required for returning students completing the online re-enrollment process. This fee is a per-student fee.

Payment Plans

All plan payment options will be paid through FACTS. A \$30.00 change of plan fee will be assessed to accounts if payment plans are changed after 8/1/2024.

Plan A (Paid only through FACTS)

- Paid in full by 8/5/24.

Plan B (Paid only through FACTS)

- Two payments paid by 8/5/24 and by 12/5/24.

Plan C (Paid only through FACTS) *

- 10 monthly payments beginning August 5, 2024, and ending May 5, 2025.
- With Plan C monthly payments, if your tuition is delinquent 2 or more times in a year, your account will be changed to Plan B.

Financial aid is available to all school families. For detailed information, please visit fcalions.org/admissions. Financial aid disbursements will be applied to the family tuition portion after scholarship awards.

Family Financial Responsibility

Family accounts with a different financially responsible party other than the primary parent/guardian, or accounts where responsibility needs to be split between two-parent households, should have the FACTS and Renweb financial accounts set with that information when the final enrollment packet is submitted. If not identified, finance will automatically set 50% to both families of all tuition and incidental charges. Should the financial responsibility setup change any time after enrollment, there will be a \$100 change fee applied to the account.

****Delinquent Policy** (This applies to all accounts, including scholarship tuition payment checks)**

All accounts that are not paid by the due date will incur a \$30.00 late fee. Accounts will be considered delinquent if incidental funds are not paid on the 20th and tuition funds on the 5th of each month. A \$30.00 NSF fee will also be assessed by FACTS. **If the funds are not received by the end of the month, the student(s) cannot attend school or any after-school activities until all tuition, incidentals, and missed payment fees have been collected. Please note this also applies to midterms and final exams.**

****If scholarship checks are not signed or electronically approved within two weeks of FCA receiving notifications from the scholarship, your account will be billed a \$30 late fee for nonpayment of tuition, and your student cannot attend school or any after-school activities until your check is signed or approved. (The FCA finance office will notify all scholarship families by email once all checks have been approved by the parent and funds have been dispersed to the school).**

Financial Probation: If a family has three or more late payments, their account will be placed on probation for three months. During probation, payments must be made by the due date in cash, money order, or cashier's check directly to the school. If any payments are missed or late during the probation period, the student(s) will not be able to re-enroll for the following school year and may be unable to attend school.

Please note: Tuition and program fees must be current in order for a student to attend the first day of class. Tuition must be paid to begin a new month and participate in after-school activities.

Senior Accounts

All senior accounts must be paid to participate in the Graduation Ceremony. All end-of-year accounts must be paid in full to pick up diplomas and transcripts in June.

Early Withdrawal

A family who withdraws a student from school after the start of school is responsible for paying tuition for each month, including any portion of a month the student was in attendance. Any student who attends for at least 5 days of any month will be charged for the entire month. Should a student be withdrawn from FCA for any reason, the application, enrollment, and program fees are non-refundable in whole or in part. If a student is a scholarship award recipient, the award amount that is due must be approved by the parent. If the award is not approved, the parent will be responsible for the remaining balance. At any time, if a family decides to withdraw from school, the outstanding charges will not be canceled. Final withdrawal clearance forms and records will be available and released once all financial obligations have been fulfilled.

Mid-Year Entry

When a student enters the school during the year, tuition will be charged for each month the student is registered (regardless of the number of days in attendance in the first month).

Returning Families

Returning families registering for the upcoming year must have their accounts fully current to be eligible to re-enroll. **Re-enrollments will not be accepted if there is an unpaid balance on an account.**

Family Affirmation of Financial Agreement:

1. I understand that the program fees must be paid in full. Tuition and enrollment fees must be current in order for a student to attend the first day of class. The program fees must be paid in full for a student to attend the first day of class. _____ **Parent's Initial**
2. I understand that all tuition/incidentals must be current to begin a new month and participate in after-school activities. _____ **Parent's Initial**
3. I understand that I am required to have my FACTS tuition & incidental account set up for auto-pay. _____ **Parent's Initial**
4. I understand that if I have split financial account percentages with another parent, those will need to be identified to finance prior to the 1st day of school. _____ **Parent's Initial**
5. I understand that if I am asked to withdraw or choose to withdraw from FCA at any time, the application, enrollment, and program fees are non-refundable in whole or in part. _____ **Parent's Initial**
6. I understand if I am asked to withdraw or choose to withdraw from FCA; the full tuition to the end of the month is required. Records are not released until the entire account balance is paid in full. _____ **Parent's Initial**
7. I understand that if I share joint payment with another person and the other party refuses to pay the agreed-upon amount; I will be required to pay the amount in order for my student to remain in school. _____ **Parent's Initial**
8. No deduction is made to the tuition due to absences, holidays, hurricane days, etc. _____ **Parent's Initial**
9. I understand I will be responsible to pay for any property damage caused by my student. _____ **Parent's Initial**
10. I understand no final report cards or permanent records will be released to families or to another school if an account is past due. _____ **Parent's Initial**
11. I understand that scholarship money (FES-UA, AAA, Step Up for Students Tax Credit, and FES-EO) will not cover all school tuition, and expenses (sports, instrument rental, etc). I will be responsible to pay for any tuition and additional expenses that are not covered by the scholarship award according to the payment plan described in the Financial Agreement. _____ **Parent's Initial**

I have read the financial policies. I understand I must diligently fulfill my financial obligations in order for my student to attend FCA. I agree to the charges and method of payment outlined in this agreement. If I am late with my payments, I understand I will be charged late fees as described in the Financial Agreement. I understand failure to meet the terms of this financial agreement may result in immediate dismissal. Report cards, transcripts, and diplomas will not be released if my balance is not paid in full. Furthermore, I understand my payment plan may be altered at any time during the school year if I do not pay according to the Financial Agreement.