

Faith Christian Academy

2017-2018

Financial and Regulation Information Sheet

The following information relates to the financial and regulatory agreement between Faith Christian Academy and the financially responsible party for the enrolled student. Please read the following information carefully before initializing the following form.

Rules and Regulations

Each family (student and guardian) must agree to accept and comply with the school's rules and regulations as adopted by the School Board and administration and as explained in the Student Handbook. These include rules of conduct and rules for academic requirements to be met by the student.

Enrollment Fee

There is a non-refundable registration fee for every student applying for enrollment or reenrollment at FCA. The fee schedule can be found on the Enrollment Checklist.

Tuition Payment:

Annual tuition is \$4700.00. Monthly tuition is \$470.00 based on a ten-month payment plan. Payments are **due on the first of every month** beginning in August. (For transferring students, the first payment must be made in full before the student's first day of school.) A \$25.00 late fee will be assessed to the account on the 10th day of the month if my/our account balance is not paid in full. An additional \$25.00 late fee will be assessed the account on the 20th day of the month if the account balance is not paid in full.

Multi-Child Discount:

A \$15 discount per month, per family will apply for 2 enrolled students. A \$25 discount per month, per family will apply for 3 enrolled students.

Annual Tuition Paid In Full Discount:

A 2% discount will be given when annual tuition is paid in full by the first day of the school year. The 2% discount will apply to the full annual tuition BEFORE the family discount is applied. If a student is withdrawn, a refund will be calculated based on the withdrawal policy as outlined below.

Re-Enrollment:

If a student is withdrawn and chooses to reenroll at FCA, their account (including all late fees) must be paid in full and a re-registration fee will be required before the student may return to the school.

Volunteer Time:

All families are required to give 2.5 hours of volunteer time per month. Time is rated at \$10/hour. Fees cannot come out of scholarship funds. Extra volunteer time will roll over to the following month in *1 hour increments*. It is the parent/guardian's responsibility to log volunteer time in the FCA Volunteer Log Book. If volunteer time requirements are not met, the account will be invoiced on a quarterly basis at the above mentioned rate.

It is permitted to have friends or other family members volunteer on behalf of your family. However, prior approval for the volunteer must be obtained before the volunteer time is given. All volunteers must meet basic modesty dress standards in keeping with the Student Handbook.

Fees

There are fees that occur in addition to the base tuition cost. These include but are not limited to enrollment fees, technology supplies, school supplies, uniform fees, and extracurricular events. The extent to which these

additional fees are covered by scholarship (if any) will depend on the type of scholarship your child is awarded. Those fees not covered by scholarship are the responsibility of the parent/guardian.

Withdrawal Policy

The tuition contract is for the entire school year. If a student needs to be withdrawn from Faith Christian Academy before or during the school year, a formal withdrawal form must be completed in the school office. Failing to attend class does not constitute withdrawal, nor does it end financial responsibility.

If your child is withdrawn during:

1st quarter ending 10-05-17
2nd quarter ending 12-22-17
3rd quarter ending 03-16-18
4th quarter ending 05-25-18

Amount due is:

25% of annual tuition less tuition already paid
50% of annual tuition less tuition already paid
75% of annual tuition less tuition already paid
100% of annual tuition less tuition already paid

Medical Care

In the event of an emergency, the FCA Administrator and staff will take the necessary steps to obtain emergency medical care when warranted. These steps may include, but are not limited to the following:

1. Call 911.
2. Attempt to contact a parent or guardian using the numbers listed on the emergency information form.
If parents/guardians cannot be reached, a member of the FCA staff will accompany student in the ambulance and remain with the student until parent arrives.

Testing

FCA performs standardized, criterion-referenced testing once per year during the spring semester. A copy of the results of all testing will be given to parents/guardians as part of the evaluation process.