

# South Merrimack Christian Academy

517 Boston Post Rd, Merrimack, NH 03054 (603) 880-6832

## FINANCIAL POLICY 2018–2019\*

*\*See separate policy for International Students*

**Statements and Payments:** At anytime during the current school year, you can access your household account detail through ParentsWeb. On the first business day of every month, you will receive an email with a statement of your household account balance. Your statement balance is due and payable on the first of the month and payments will be applied to the oldest balance first. If the household account has a balance after the 20<sup>th</sup> of the month, then a \$30 outstanding balance fee will be added to the household account (see Delinquency Policy below.) All balances must be paid in full by the last day of school.

Tuition may be paid in full at the beginning of the school year or in ten (10) monthly installments due and payable on the first of each month starting with August 1<sup>st</sup> and continuing through May 1<sup>st</sup>. Incidental charges are due and payable on the first of the month following the initial charge.

SMCA will accept payments in the following formats:

1. Cash or check paid at the school office (*A payment drop box is located in the school office*)
2. Check mailed to the school office
3. Web-Check through ParentsWeb (*A processing fee will be added to account*)
4. Debit card or credit card through ParentsWeb (*Discover or Master Card only. A processing fee will be added to account*)

**Withdraw / Late Enrollment:** The SMCA financial office will determine a child's pro-rated tuition based on the number of days enrolled in school. The enrollment fee and book fee are non-refundable. If a child is withdrawn during the school year for any reason, the date of withdraw must be clearly communicated to the school office. Report cards, transcripts, and other student records will be withheld until all financial obligations are met. If a student enrolls after the first day of the school year, a 3% paid-in-full tuition incentive is available. Payment arrangements must be communicated to the financial office prior to start date.

Tuition will not be refunded for days missed due to illness. If a child will not be attending school for an extended period, space cannot be guaranteed unless tuition is paid without interruption. **The Administrator must receive advanced notice of extenuating circumstances that require special financial arrangements.**

**Delinquency Policy: The following method will be used for household accounts with an outstanding balance:**

1. Payments received by the 20<sup>th</sup> of the month that do not satisfy the total statement balance will result in a \$30 outstanding balance fee added to the household account.
2. Payments received after the 20<sup>th</sup> of the month will result in a \$30 outstanding balance fee added to the household account.
3. An outstanding household account balance that is 30 days past due will result in a notification of overdue account sent to address on file. Arrangements to meet with a school official will be required.
4. Outstanding household account balance that is 60 days past due will result in a notification of overdue account sent to address on file. Arrangements to meet with a school official will be required. If arrangements have not been made or kept, further review by the school board will be required and dismissal is possible.

**Returned Check Policy:** If the bank returns a check due to insufficient funds, a \$25.00 bank fee will be added to the account.

**Household Account Balances:** All household accounts must be paid in full by the last day of school. Report cards, transcripts, diplomas, and other school records will be withheld until all financial obligations are met. If the student is a Senior and there is a balance due at the time of graduation, the student will not be allowed to walk or participate in commencement activities, unless prior arrangements have been made.

**Financial Hold Exception:** Students will not be re-admitted the following school year until all past balances are paid or special arrangements are made. However, if a student is reenrolling the following school year and the family account balance is less than \$50.00, a financial hold will not be placed on the family account and a final report card will be issued.

*SMCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.*



*A Ministry of Merrimack Valley Baptist Church*

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## FINANCIAL RATES 2018–2019

- **Admissions Fee: (Application & Enrollment)**
  - New Applicant \$125 per child Online payment
- **Online Reenrollment Fee: (annual fee)**
  - Returning Student \$115 per child Online payment **by** April 1
  - Returning Student (with late fee) \$165 per child Online payment **after** April 1
  - Hard Copy-Additional Processing Fee \$20 per child To be paid with Enrollment Form
- **Academy: Senior High (Grades 9-12)**
  - Annual Tuition \$6,660 First payment due August 1
  - Book Fee (Non-Refundable) \$200 Payment due July 1
- **Academy: Junior High (Grades 6-8)**
  - Annual Tuition \$6,480 First payment due August 1
  - Book Fee (Non-Refundable) \$200 Payment due July 1
- **Academy: Elementary (Grades 1-5)**
  - Annual Tuition \$5,810 First payment due August 1
  - Book Fee (Non-Refundable) \$175 Payment due July 1
- **Kindergarten: 5 year old programs (K5E or K5)**
  - Annual Tuition, Enrichment–full day \$5,810 First payment due August 1
  - Annual Tuition, M-F (5 half days) \$3,940 First payment due August 1
  - Book Fee (Non-Refundable) \$100 Payment due July 1
- **Pre-School: 4 year old programs (K4)**
  - Annual Tuition, M-F (5 half days) \$3,940 First payment due August 1
  - Annual Tuition, M/W/F (3 half days) \$3,130 First payment due August 1
  - Book Fee (Non-Refundable) \$20 Payment due July 1
- **Pre-School: 3 year old program (K3)**
  - Annual Tuition, T/R (2 half days) \$2,550 First payment due August 1
- **Special Services**
  - Annual Tuition To be determined
  - Book Fee (Non-Refundable) To be determined
- **Other Fees (Charged to account)**
  - Sports Fee (Secondary) \$60 (extra expenses, referee costs, uniform costs)
  - Outstanding Balance Fee \$30 fee for outstanding statement balance after 20<sup>th</sup> of month
- **Transportation Fees**
  - Shuttle bus: Lunenburg & Townsend, MA 9 payments of \$111, first payment due September 1
- **Tuition Discounts – There are NO discounts on Enrollment Fees or Book Fees.**
  - MVBC member discount 10% (must be member at the beginning of school year)
  - Sibling discount
    - 1<sup>st</sup> Sibling - 25%
    - 2<sup>nd</sup> Sibling - 50%
    - 3<sup>rd</sup> Sibling - 75%
    - 4<sup>th</sup> Sibling and thereafter - FREE
  - Paid in full incentive 3% deducted from tuition (must be paid by first day of school)

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