



FINANCIAL POLICY AND PROCEDURES

RATES:

The administration of Trinity Christian Academy publishes new rates on a Financial Information Sheet for the following year. The Financial Information Sheet is published on the Tuition Information webpage on the school's website. Student accounts must be current before entering classes.

AUTOMATED TUITION PAYMENTS:

Tuition payments must be set up to be automatically withdrawn from either a checking account or credit card. Payments can be made by cash or check, either online or in person, at least two business days prior to the billing date and an automatic withdrawal will not be taken. Credit cards will only be accepted through the payment management system. If a credit card is used, the payment management system will charge a service fee. Once the payment plan is set up, payments will be deducted on the 5th or 20th billing date of each month. A FACTS returned payment fee of \$25.00 will be charged for failed payment. Contact the business office for further information.

LATE CHARGES:

All payments for tuition, Conqueror Care, music lessons, athletic fees or any other charges paid through the academy are due by either the 5th or 20th of each month. If an automatic withdrawal is returned, a 2nd attempt will be made 15 days later. If the 2nd attempt is returned, a late fee of \$25.00 will be added to the account.

CHECK FEES AND OTHER INFORMATION:

A \$30.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be redeposited. After two (2) returned checks, cash, credit, or debit card (online only), money order, or cashier's check must be used to make payments.

Report cards will not be released at the end of a grading period if the student's account (including tuition, lunch charges, payment for lost or misused books, outstanding fund-raising monies, etc.) is not paid up to date. The business office does not accept postdated checks. To release a report card at the end of the school year, personal checks must be received in the business office ten (10) business days before the last day of school. Otherwise, cash, credit card, debit card, money order, or cashier's check must be used to make payments. All official academic records and transcripts will be held until any outstanding balance is satisfied.

Fees for private music lessons and sports participation are added to tuition billing.

DELINQUENT ACCOUNTS:

Statements concerning outstanding account balances and the upcoming month's charges, if any, may be viewed at any time through the payment management system (FACTS).

If, on the first day of a new month, the previous month's tuition is still outstanding, a letter will be mailed to the parent requesting payment in full by a designated deadline. If the entire payment for the previous month's bill is not received by the designated deadline, parents will be informed that their student(s) may face withdrawal from school. Any student(s) withdrawn from Trinity Christian Academy must be re-registered and pay appropriate fees to return to classes.

Students with accounts more than 45 days past the due date will be subject to withdrawal from school. Families will be advised in writing of the necessary financial obligation to be readmitted.

Trinity reserves the right to impose any appropriate penalties in those situations where delinquent tuition or any other fees persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, revocation of financial aid, restricting student participation in extra-curricular activities, withholding of yearbooks, and withholding of transcripts and records.

CHARGES DUE AT WITHDRAWAL:

SPECIAL NOTE: The admission fee is not refundable.

The annual tuition charge will be prorated based on the following table:

August 1 – 31	90% of annual tuition
September 1 – 30	80% of annual tuition
October 1 – 31	70% of annual tuition
November 1 – 30	60% of annual tuition
December 1 – 31	50% of annual tuition
January 1 – 31	40% of annual tuition
February 1 – 28	30% of annual tuition
March 1 – 31	20% of annual tuition
April 1 – 30	10% of annual tuition
May 1 – 31	0% of annual tuition

In addition to the above rates, students who withdraw anytime between July 1 and May 31 will be charged a \$500 withdrawal fee per student. If a family has multiple children enrolled in TCA and one child is withdrawn, any refund due is automatically credited to the account of the child(ren) who remains enrolled.

WITHDRAWALS:

If a student account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid. **No grades or records will be released on the same day a student withdraws regardless of the account balance.**

Parents must have completed all withdrawal papers and paid all fees and tuition payments due for the school records to be sent to the receiving school. Withdrawals from school must be initiated and processed through the individual school offices. Withdrawal is not complete until the withdrawal form is provided to the administration office. An account left open will incur

additional tuition fees until withdrawal papers are processed and returned to the administration office.

CONQUEROR CARE:

All students must be picked up or under adult supervision, including Conqueror Care, clubs, athletic practice, etc., within 30 minutes of school dismissal times. For any student not picked up by the allowed pick-up time, a late pick-up fee of \$15 per 15-minute increment will be charged to the student's FACTS account. Students who are consistently picked up beyond the allowed pick-up time will be enrolled into the Conqueror Care program, and the charges for the program will be added to the student's FACTS account.

SCHOLARSHIPS AND DISCOUNTS:

For students awarded a scholarship, it is the parent's responsibility to provide the required documentation to the business office to enroll the student into the scholarship program. Scholarships are applied towards the individual student's annual tuition first.

All discounts are calculated towards the individual student's annual tuition after the scholarship has been applied. Only one discount can be applied to an individual student's tuition.

FINANCIAL AID:

A need-based financial aid program is available to parents with K-12th grade students. The application is available through our payment management system (FACTS) under Grant & Financial Aid. The application fee is \$45. All applications are verified through FACTS and then reviewed by the Financial Aid committee to determine eligibility.

GRADUATION:

All graduating student accounts must be paid in full ten (10) business days before graduation day.