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 for automatic withdrawal from either a checking account or credit card. Once a payment plan is established, payments will be deducted on the 5th or 20th of each month, depending on the selected billing date.

One-time payments by cash or check may be made in person at the Business Office front desk. Credit card payments are accepted online only. Manual payments must be received at least two business days prior to the scheduled billing date to prevent the automatic withdrawal from being processed. If a credit card is used, a service fee will be charged by the payment management system. A $25 FACTS returned payment fee will be assessed for any failed payment.

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

LATE CHARGES
All payments for tuition, Conqueror Care, music lessons, athletic fees, and any other charges billed through the Academy are due on either the 5th or the 20th of each month, depending on the selected billing date. If an automatic withdrawal is returned, a second withdrawal attempt will be made 15 days later. If the second attempt is also returned, a $25 late fee will be assessed to the account.

CHECK FEES AND OTHER INFORMATION
A $30 returned check fee will be charged each time a check is returned by the bank. A check returned for the first time will be redeposited. After two (2) returned checks, payment must be made by cash (in person), credit or debit card (online only), money order, or cashier's check.

PAYMENT RESTRICTIONS AND METHODS
The Business Office does not accept post-dated checks.

To release a report card at the end of the school year, personal checks must be received at least ten (10) business days prior to the last day of school. After this deadline, payment must be made by cash, credit card, debit card, money order, or cashier's check.

ACCOUNT HOLDS AND ACADEMIC RECORDS
Report cards will not be released at the end of a grading period if a student's account—including tuition, lunch charges, lost or damaged materials, outstanding fundraising balances, or other

fees—is not paid in full. All official academic records and transcripts will be held until any outstanding balance is satisfied.

DELINQUENT ACCOUNTS
Account statements, including outstanding balances and upcoming charges, may be viewed at any time through the FACTS Family Portal.

If a tuition payment is attempted twice and both attempts are unsuccessful, the Business Office will send written notice to the parent requesting payment of the past-due balance in full by the deadline stated in the letter. If the full balance for the prior month is not received by the designated deadline, parents will be notified that their student(s) may be subject to withdrawal from Trinity Christian Academy. Any student withdrawn for nonpayment must be re-enrolled and all applicable fees must be paid before returning to classes.

Accounts that remain unpaid for more than 45 days past the due date will be subject to withdrawal. Families will be notified in writing of the financial obligations required for readmission.

Trinity Christian Academy reserves the right to impose additional actions when delinquent tuition or fees persist. These actions may include, but are not limited to, denial of re-enrollment, suspension of students, revocation of financial aid, restriction of participation in extracurricular activities, and the withholding of yearbooks, transcripts, diplomas, and other academic records.

WITHDRAWAL - PRORATED TUITION AND FEES
The admission fee is <u>not</u> refundable.

If a student withdraws, the family remains financially responsible for a prorated portion of the annual tuition, based on the month in which the withdrawal occurs, as outlined below. The percentages represent the portion of annual tuition owed.

- August: 10%
- September: 20%
- October: 30%
- November: 40%
- December: 50%
- January: 60%
- February: 70%
- March: 80%
- April: 90%
- May: 100%

In addition to the prorated tuition listed above, students who withdraw for the 2026–2027 school year between March 1, 2026, and May 29, 2026, will be charged a withdrawal fee per student, regardless of whether the withdrawal is voluntary or involuntary, according to the schedule below:

- March 1: $100 per student
- April 1: $300 per student
- May 1: $500 per student

WITHDRAWAL – HOLDS AND REFUNDS
If a family has multiple children enrolled at TCA and one child is withdrawn, any refund due is automatically credited to the account of the child(ren) who remains enrolled.

If a student's account is not paid in full at the time of withdrawal or dismissal, all grades and academic records will be held until the balance is satisfied. **Grades and records will not be released on the same day a student withdraws, regardless of account status.**

All withdrawal paperwork must be completed, and all tuition and fees must be paid in full, before school records will be released to a receiving school. Withdrawals must be initiated and processed through the appropriate school office and are not considered complete until the official withdrawal form is submitted to the Administration Office. Accounts will continue to accrue tuition charges until withdrawal paperwork is fully processed.

CONQUEROR CARE
All students must be picked up or under adult supervision—through Conqueror Care, clubs, athletic practices, or other school-sponsored activities—within 30 minutes of school dismissal.

For any student not picked up within the allowed 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 after the allowed pick-up time may be enrolled in the Conqueror Care program, and applicable program charges will be added to the student's FACTS account.

SCHOLARSHIPS AND DISCOUNTS
For students awarded a scholarship, parents are responsible for submitting all required documentation to the Business Office to enroll the student in the scholarship program. Scholarships are applied first toward the individual student's annual tuition.

Any applicable discounts are calculated after the scholarship has been applied to the student's annual tuition. Only one discount may be applied per student.

FINANCIAL AID
The Financial Aid Program provides need-based and merit-based tuition assistance for families of students enrolled in kindergarten through 12th grade. Applications must be submitted through the FACTS payment management system under the "Grant & Financial Aid" section. A non-refundable application fee of $45 is required. All applications are subject to verification by FACTS and will be reviewed by the Financial Aid Committee to determine eligibility.

Approved financial aid is applied toward the student's tuition according to the family's selected tuition payment plan. If a student's scholarship amount increases, the financial aid award may be adjusted accordingly.

If a student withdraws—whether voluntarily or involuntarily—or is expelled during the academic year for which aid has been awarded, the financial aid will be prorated. No portion of the

financial aid or tuition payments will be refunded, and any remaining balance of the aid will be forfeited.

GRADUATION

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

Revised 4/17/26