

**HEIRWAY CHRISTIAN ACADEMY  
FINANCIAL POLICY 2016 -2017-3**

**TUITION (Including Book & Supply Fee)**

	Yearly <u>Total</u>	Monthly Draft for <b>(10) months</b>	Monthly Draft for <b>(12) months</b>
Pre-K 4 -1/2 Day 4 hours	\$3691.90	\$369.19	\$307.66
Kindergarten 4 & 5 Full Day	\$4,922.53	\$492.25	\$410.21
Grades 1-6	\$5,225.73	\$522.57	\$435.48
Grades 7-8	\$5,897.15	\$589.72	\$491.43
Grades 9-12	\$6,418.72	\$641.87	\$534.89

**MULTIPLE CHILDREN DISCOUNTS**

The second child enrolled receives 10% off the amount of tuition; the third child gets 20%; the fourth and each additional child gets 30%. The discount is always applied to the tuition of the youngest child.

**PAYMENT BY CHECK: (ALSO SUBMIT BANK DRAFT FORM)**

The total amount is due by June 1<sup>st</sup>, or if you choose to pay in two payments, the first semester payment is due on or before June 1<sup>st</sup>, and the second semester payment by November 1<sup>st</sup>. PLEASE NOTE: Full and Half Pay accounts must also submit a bank draft form and voided check at the time of re-enrollment / enrollment. If payment is not received on or before the 10<sup>th</sup> of June or on or before the 10<sup>th</sup> of November, HCA will draft payee's bank account for tuition due. The tuition will be drafted monthly starting on the 15<sup>th</sup> of current month and continue for the remainder of the school year.

**Scholarship recipients are ineligible for tuition discounts**

**PAYMENT BY BANK DRAFT:**

As a convenience to our families, the Academy offers the privilege of a 12 or 10 month payment plan and must be paid by Bank Drafts. Monthly draft payments are withdrawn on the 1st of each month. (Please check one)

\_\_\_\_\_ **12month:** The drafts will begin on June 1st. The last draft will be deducted on May 1st.

\_\_\_\_\_ **10 month:** The drafts will begin on August 1st. The last draft will be deducted on May 1st.

**Mark for Kindergarten only:** \_\_\_\_\_ Half Day Kindergarten\*\* \_\_\_\_\_ Full Day Kindergarten

**\*\*Half Day K4 has a 15 minute window for pick up, then a \$2 per minute will be charged.** \_\_\_\_\_  
(Please initial)

Cutoff date for Kindergarten is August 1<sup>st</sup>.

There will be a \$50.00 fee if a bank draft should be returned for insufficient funds, or non-payment on said date. There will be a \$30.00 fee for returned checks.

Three insufficient drafts or inconsistency in monthly payments will require the next semester to be PAID IN FULL.

**NO TUITION REFUNDS WILL BE ALLOWED.**

## **ENROLLMENT FEES**

PRE-K & KINDERGARTEN.....	\$200.00
ELEMENTARY .....	\$325.00
SEVENTH & EIGHTH .....	\$400.00
NINTH – TWELVTH .....	\$500.00

The Application Fee is a **non-refundable** fee that covers the cost of a Yearbook and all testing and enrollment documentation (records, etc.) done by the Academy and is to be submitted with each student’s application. A \$25 dollar class activity fee is included in the elementary fee (1<sup>st</sup> – 6<sup>th</sup> grade). No consideration or action on the application (interviews, testing, etc.) will be taken until this fee is paid. This fee is applicable to all enrollments or re-enrollments after a prior withdrawal. A partial refund may be made at the Academy’s discretion if the school is unable to accept the applicant.

**ACTIVITY FEES for Middle School..... \$100.00**

**ACTIVITY FEES for High School..... \$225.00**

Activity fees are **non-refundable** and are due on August 1<sup>st</sup>. This covers retreats, home games, Prom & dances.

### **CLASS RESERVATION**

Application and/or Re-Enrollment fees insure a placement in class. I understand that at the time of enrollment / re-enrollment a financial policy, bank draft form, and re-enrollment form or enrollment information must be submitted and student will not be accepted until all forms are submitted

### **EXTENDED CARE AND LATE PICK-UP INFORMATION**

Before-care is available from 6:30 until 8:15 a.m., and aftercare until 6:30 p.m. for students in Kindergarten (5) through 12<sup>th</sup> grade. Monday through Friday at the rate of \$3.50 per hour (or portion of an hour). All students still remaining on campus fifteen minutes after the dismissal bell will be placed in our Aftercare Program. The cost of this service will be billed monthly. A \$3.50 per hour minimum charge will be assessed every time the child is referred to the Aftercare Program. The extended care billing cycle ends on the 19<sup>th</sup> of each month; payments are due upon receipt of each billing. After 30 days a \$25.00 late fee will be applied for non-payment on the account. If payment is not rendered, your child will be removed from the program until full payment is made.

**A late fee of \$2.00 per minute per family will be charged after 6:30 pm. Example: 6:40 pm= \$20.00**

**\*\*Please note that the ACCOUNT HOLDER is the one responsible for all financial transactions that occur on the account. If another entity (with ACCOUNT HOLDER’S permission) pays on certain account, it is the ACCOUNT HOLDER’S responsibility for any processing or exchanging of monies. Only the ACCOUNT HOLDER will receive a Tax Statement for Extended Care payments. \_\_\_\_\_ (Please initial)**

### **SUMMARY**

It should be noted that tuition and fees charged by Heirway Christian Academy do not cover the full cost of the education provided to your child or children. It is through the loving concern and sacrificial generosity of the members and friends of Heirway Christian Academy and others that we are able to offer this educational opportunity. Your cooperation is very much needed and prompt payment of tuition and fees is essential to the success of the Academy.

**Please note:** You will be asked from time to time to help with Board approved fund raising programs. Please be cordial and willing to respond to these requests. Your commitment to quality Christian Education will help your child(ren), plus many other children, reach their full potential in the Lord.

**I have completely read, understand and agree to abide by this financial policy.  
Please sign and date this form and return with your application or re-enrollment form.**

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Signatures

Date