

# GREENVILLE CHRISTIAN ACADEMY



## Financial Policies 2018-2019

### RE-ENROLLMENT FEE

The Re-Enrollment Fee in February is a Registration Fee for **presently enrolled** school families, and is due by February 28. On March 1, everyone else pays the Registration Fee. The Re-Enrollment Fee **is not refundable or transferable**.

### REGISTRATION FEE

Beginning March 1, the Registration Fee will be in effect for all students. This must accompany the application or re-enrollment form. A place cannot be reserved until the Registration Fee is paid. The Registration Fee **is not refundable or transferable**, unless we cannot accept a student. If a change in parent's employment would cause them to move away from the community (**50+ miles**), the Registration Fee will be refunded when we receive a request for your child's records.

### GRADUATION FEE

A Graduation Fee is charged to each student graduating from kindergarten or high school to help cover the cost of diplomas, decorations, awards, etc. In addition to the fee, high school seniors will need to purchase their cap and gown. This fee is **non-refundable or transferable**.

### CONSUMABLES AND BOOK FEE

This pays for the consumable workbooks and hardbound textbooks that are issued to the students. Hardbound books remain the property of GCA. The amount of this fee will vary from grade to grade.

**K3-9<sup>th</sup>** - The Consumable Fee for K3-9 is billed in July. In order to avoid a late fee, this fee must be paid in full by September 10. Only books and items that have not been cut and collated can be returned if a child withdraws and the account is up to date.

**10<sup>th</sup>-12<sup>th</sup>** - High School consumables cannot be determined until the student's schedules are finalized. The Consumable Fees will not be billed until September, and this fee must be paid in full by December 10 in order to avoid a late fee.

### CONSUMABLE REFUND POLICY

If consumable/paperback materials have been ordered and the student is not planning to return to GCA even though he/she is enrolled, there will be a **50% refund** of the original cost and the materials remain the property of GCA. The remaining 50% of the original cost will be to cover over-stocking and return shipping costs. Consumables will be ordered June 1. **Therefore, it is absolutely necessary that the parents notify the school before June 1 if their child(ren) will not be attending.**

### TUITION

Tuition is due on the 1<sup>st</sup> of each month, beginning with the month of August and running through the month of May. The May payment must be paid on or before May 1 with no grace period. Every family is given a ten-day grace period on tuition payments. Tuition payments are considered late if not paid by the 10<sup>th</sup> of the month, at which time a **\$10.00 late charge** will be added to your past due account.

GCA has set procedures for collecting past due accounts. It is absolutely necessary for us to collect our tuitions and fees as they are due.

**Junior high and high school students will not be allowed to remain in school for review and final exams unless accounts are up to date. Elementary students will not be allowed to remain in school past May 20 if accounts are not up to date.**

Families will not be allowed to have their account fall in arrears in excess of the granted sixty-day period (two month's tuition). Once an account exceeds the sixty-day period, students will not be allowed to remain in class attendance and Renweb access will be cut-off, unless arrangements are made with the office to rectify the account, **by bringing it to a zero balance.**

## **WITHDRAWAL AND DISMISSAL**

Upon withdrawal or dismissal from school, **report cards and academic records will only be forwarded when all tuition and fees are paid in full and textbooks returned. If a student has been withdrawn from GCA twice, then he/she will not be allowed to return.** When students are withdrawn from GCA, a withdrawal form must be signed so parents are no longer charged tuition. If you have not registered your child(ren) by June 1 (of current school year), they will automatically be withdrawn as of June 1, **and if they return, Registration and Late Fees will apply.**

## **LATE CHARGES**

A \$50.00 Late Charge will be added to accounts on Smart Tuition for **all fees and tuition** not paid by the 10<sup>th</sup> of the month due.

## **REPORT CARDS**

In order for a student to receive his/her report card, the account must be current with Smart Tuition. Therefore, the account must be brought **up-to-date.**

## **RETURN CHECK CHARGE**

A \$20.00 charge will be added to all accounts for returned checks. Checks will not be accepted from any family after the second returned check for a period of 24 months.

## **TUITION DISCOUNT**

Current families may receive a 5% discount on their tuition by referring another family to GCA. A referral coupon card must be filled out and presented to the office when the new family enrolls their child(ren). The discount is applicable as long as the new family is accepted into GCA and keeps their child(ren) enrolled at GCA for the school year they are applying for.

## **PAY-IN-FULL DISCOUNT**

All families who pay their full tuition on or before August 10<sup>th</sup> will receive a 5% discount on their tuition.

## **OPPORTUNITY SCHOLARSHIP PARTICIPANTS**

Those awarded the Opportunity Scholarship should be aware that it only pays for the tuition amount that you qualify. While you are awarded a certain amount, you are still responsible to pay the remaining tuition balance on a monthly basis (i.e. if your remaining balance is \$1,000, you would pay \$100 each month). Other fees are payable as stated on this sheet.

***PLEASE KEEP THIS POLICY FOR REFERENCE.***

*(Return this signed sheet with your Re-enrollment Form or Application)*

# GREENVILLE CHRISTIAN ACADEMY



I have read the preceding pages of the financial policies of Greenville Christian Academy and agree to meet my financial obligations based on these financial policies.

I understand that it is the school policy that the parent or whomever the account is set up with at the time of enrollment will be the only one to access financial information, unless permission granted to someone else by that account owner. In addition, GCA encourages the parents to share information between themselves such as the activation codes, etc.

Parent Name \_\_\_\_\_ Student Name(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_