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**Tuition & Financial Policy Agreement**  
 2023-2024 Tuition and Payment Options

PAYMENTS	PRE-K 3 DAYS	PRE-K 5 DAYS	ELEM ENTARY K-6 <sup>TH</sup>	JUNIOR HIGH 7 <sup>TH</sup> - 8 <sup>TH</sup>	HIGH SCHOOL 9 <sup>TH</sup> - 12 <sup>TH</sup>
1 PAYMENT (JUN 1)	\$2699	\$3999	\$7235	\$8215	\$8955
2 PAYMENTS (JUN 1 & DEC 1)	\$1349.50	\$1999.50	\$3617.50	\$4107.50	\$4477.50
12 PAYMENTS (JUN 1 – MAY 1)	\$224.92	\$333.25	\$602.92	\$684.58	\$746.25
10 PAYMENTS (JUN 1-MAR 1)	\$269.90	\$399.90	\$723.50	\$821.50	\$895.50

**Family Enrollment Fee - Non-refundable:**

- \$500 1<sup>st</sup> child, \$300 2<sup>nd</sup> child (\$800 family maximum)
- \$300 for Pre K (only)
- International Student \$1500 1<sup>st</sup> child, \$300 2<sup>nd</sup> child (\$1800 family maximum)

**Enrollment Requirements**

- Space will not be reserved until entire enrollment fee has been received.
- No family may re-enroll for a new school year with an outstanding balance. If at any time during the current academic year there is an outstanding balance that exceeds the enrollment fee, the enrollment fee will be forfeited to cover the outstanding balance and enrollment for the following year will need to be resubmitted.

**Payment Policies**

- Tuition payments are due on the 1<sup>st</sup> of each month. A finance charge of 1.5% per month on overdue balances will be assessed after the 7<sup>th</sup>.
- Accounts more than 15 days past due will receive communication reminding them of the urgency to promptly update the account.
- Accounts more than 45 days past due will be requested to submit a plan outlining a payment schedule, acceptable to the school, to update the account.
- Accounts more than 75 days past due will be subject to additional action, up to, but not limited to, expulsion of the student(s) and submission of the account to collection. The re-enrollment process will not begin until ALL past due amounts are paid in full.
- The previous month’s tuition & charges must be current to participate in the hot lunch program. Lunches are billed monthly with tuition, and, at the end of the academic year, accounts must be paid in full prior to release of report cards, diplomas, or official transcripts.

**Please Read and Sign on Reverse**

**Early Withdrawal Policy**

Families withdrawing ten or more days after registration must pay an early withdrawal fee of \$250. As the school year costs are allocated over the assigned school days and tuition payments are made according to the payment plan chosen, a refund or an additional amount may be due at the time of withdrawal.

**Tuition Payment Agreement:**

*I, the undersigned, accept payment plan (check one):*

- 1 Payment (June 1)  2 Payments (June 1 & December 1)
- 10 Payments (June 1-March 1)  12 Payments (June 1-May 1)
- New Families enrolling after June 1 ONLY 10 Payments (August 1- May 1)
- Other (approved by HCA Finance Director) \_\_\_\_\_

**\*\*\*Please note – after the first year, all tuition payment plans begin on June 1 for the upcoming school year.**

*I understand that all payments must be paid on, or in advance of, the due date, and that my account must be current before formal transcripts will be released. I understand that I will receive a bill through my email account indicated below, and that it is my responsibility to make timely payments. Failure to meet my payment schedule will result in late fees and may ultimately result in dismissal of my child(ren). I understand that this policy will be renewed annually until I submit a formal withdrawal from Heritage.*

***I also understand that the Family Enrollment Fee is non-refundable.***

Person responsible for payment (PRINTED NAME)	Signature	Date
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Primary Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

- A \$25 charge will be assessed for each insufficient-funds check.

**Tuition Assistance**

Tuition assistance is available on an annual basis contingent of funds availability. To apply for tuition assistance, please bring the following to the HCA finance office for consideration: copy of 2 (most current) months of pay statements from all employers, copy of **2022 FILED** income taxes, list of any outstanding debt, note regarding any extraordinary medical concerns, note stating your net value and a letter suggesting what you think you need in financial assistance. All tuition assistance is awarded on a first come, first served basis. If awarded TA, you are required to participate in a volunteer capacity at HCA.

**Statement of Non-Discrimination**

Heritage Christian Academy 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.