

Financial Information

To assist our Parents:

*We are set up to accept credit cards for any fees of the school. A convenience fee of 2% will be added to each credit card transaction.

For new students, after appointment has been made to enroll in Friendship Christian Academy the student and parent/parents will be given an interview. If the student is accepted, there will be an Enrollment fee consisting of: General fee Registration fee, School T-shirt fee, Book fee and Activity fees (student insurance, yearbook, book bag, decal), that must be paid at time of enrollment. These fees are nonrefundable and are nontransferable.

Existing students re-enrolling in FCA must complete new enrollment forms and pay all fees by date specified or loose available space. Each year new enrollment forms must be completed on all students. Parents must make an appointment with the school to fill out all necessary forms and pay all necessary fees. Again, all fees are nonrefundable and nontransferable. Please Note: Your application alone will not save a space for your child and will not be processed until all documents are completed and returned with all fees paid.

ENROLLMENT FEES: are around \$630.00 per year

TUITION FEES: start at \$3500.00 per year

Family Discounts Available

Military Benefits Available at time of enrollment

Call our office to schedule your appointment to enroll.

ANNUAL PRE ENROLMENT DISCOUNT:

Registration fee of \$75.00 per student is FREE during December 1st through February 28th

Registration fee discount available on these dates ONLY

Please call our office to set your appointment

TUITION ACCOUNTS:

Tuition payments are due by the 5th of each month. Payments may be made in monthly installments per Promissory Note, or in full in one lump sum, or several months in advance. Enrolling students: No tuition is refundable after June 1st for new school year.

Any late fees assessed to account must be paid with tuition payment. If you see you will be late on your payment, please contact our office. We are here to assist you and help make the year a rewarding time. Tuition is calculated on the basis of the entire year, taking into account vacation and all school holidays.

For new students coming in after January, we prorate tuition payments for new student enrolling for the current term, no refund or deductions given because of absences. The Promissory Note is considered a legal and binding agreement between the parent or guardian of the students and FCA.

Please Note: We closeout our books for the current school year in May and ask the last tuition payment be paid on or by May 5th. After May 1st, only form of payment accepted is cash, credit card or money order unless you have completed your enrollment for the next school year.

PAST DUE ACCOUNTS:

All tuition payments are due on the 5th of each month, after the 10th, accounts will be assessed a \$30 late payment fee per your contract. If the payment due, along with any fees required, is not paid by the 5th of the following month you will receive a courtesy call from our office. The student or students that it applies may not be allowed to return to school until the account is brought current. In the event payments are not met, notification of student dismissal will be made by phone call and/or letter. Please be sure to notify our office if any payments will be late. We will be glad to work with you.

RECORDS HELD:

Report cards are sent out at the end of each (4) nine-week periods, but with the exception of any student whose name appears on the delinquent account ledger, (showing outstanding balance fees of any kind), these report cards (and all records) will be held until all fees are paid current/in full. At the time payments are met (per contract) in full, when check has cleared the bank, records will be released.

DISMISSAL / WITHDRAWAL:

Transfer of Transcript Fee:

*If an FCA enrolled student transfers to another school within the school year – a transcript fee of \$150 will be charged to student's account.

If a student is withdrawn voluntarily at any time after the first day of school, the parent (or person whose signature is on the promissory note) is responsible for the entire contract. No refunds will be given.

Student(s) who are dismissed because of violence or violent acts or behavioral problems by the student(s) or by the parent(s) or legal guardian of the student, the entire contract will be required and no refunds given. If a student is withdrawn from FCA during the school year because family is moving, relocating in another school district, it will be up to the discretion of the Administrator if the balance of the promissory note will be required in full. We will not be able to process student records in mid-term without tuition account settled and transfer of transcript fee paid.

If a bank returns a check for insufficient funds or any other reason, you will be contacted by telephone for a remedy to the situation. There will be a \$25.00 (per check) service charge for handling a returned check for any reason. If situation persist, parent will be asked to pay the remainder of tuition or any transaction by cash, cashiers check, or money order.

Records and report cards will be held and will not be sent to the next school until all accounts have been paid in full and all checks have cleared the bank (approx. 45 days). Delinquent accounts will be turned over to school attorney/or Collection Agency for legal collections. We will receive a request for an official transcript before releasing any original records. Parents/guardians requesting copies of child's enrollment forms, grade records, etc. will be asked to pay a fee for each copy of each form. Contact the Administrator for this purpose.