

FINANCIAL POLICIES

APPLICATION FEE

Families must pay an online application fee; this fee is non-refundable.

TESTING/ASSESSMENT FEE

A one-time testing/assessment fee must be paid per student. Should a student request additional Placement Testing, no additional fee will be charged.

ENROLLMENT FEE

An enrollment fee is assessed per student. This fee is non-refundable.

MONTHLY PAYMENT FEE

Families choosing to pay their tuition monthly will be assessed an additional payment fee per semester per family.

PAYMENT OF COURSE FEES

- The course fees will vary for individual students based on the number of courses for which a student registers. Parents may pay tuition through FACTS using a 12-month installment program that commences June 1st and ends May 1st for the year. The payment is withdrawn on the 5th of each month. Accounts with past due balances will not have access to FACTS until the account is current.
- A late fee will be assessed for each late payment through FACTS. A fee will be assessed for any returned payments through FACTS.
- Payments will be credited to past due balances first, then the current balance. If the entire balance is not current, a late fee will be assessed.
- When payment is not made by the 25th of the month, the student is placed on suspension and is not permitted to attend school until complete payment is made.
- Student records, including report cards, are held (FACTS access is disabled) until all finances have been paid and all school issued equipment is returned. If there is an overdue balance, students cannot graduate from Faith Academy or register.
- Payments received the last ten days of the semester will result in a hold on FACTS and school records in order for the payment to clear.
- Course fees will be adjusted or refunded based on changes in class schedule (adding, dropping, withdrawal) during the first two weeks of school.
- Students withdrawing from a Dual Credit course and transferring into an equivalent Faith Academy course will be assessed a fee after the first two weeks of the semester.
- **Tuition (including any fees, etc.) is not refundable after the end of classes on the second Friday of the semester.** When a student withdraws or is expelled from Faith Academy in one or more classes after the initial period for adding or dropping classes, the tuition will not be refunded if paid in full, and tuition due by installment must still be paid or the student will not receive a transcript or be allowed to register in the future.
- All fees will be handled through FACTS.

SCHEDULE CHANGE FEE

Beginning the first day of class of each semester, changes to a student's schedule will result in an administrative fee. This fee does not apply to scheduling changes initiated by the school. All schedule change requests must be submitted in writing.

TEXTBOOKS

Students are responsible for purchasing all textbook materials required for each class. A textbook list will be furnished each year to facilitate ordering materials. Faith Academy will make every effort to supply an exhaustive list of textbooks, but reserves the right to add materials as necessary throughout the school year. If a class must be cancelled, Faith Academy is not financially responsible for materials purchased for the class. In order to facilitate the use of textbooks in the classroom, students will not be allowed to share with a sibling. In order not to infringe upon copyright laws, copying textbook pages should be limited and done only after the text has been ordered.

SCHOOL SUPPLIES

Faith Academy will furnish a list of supplies required for students. Teachers may periodically require additional supplies for special projects or assignments. Parents will be responsible for purchasing each student's supplies.

UNIFORMS

Faith Academy-approved student uniforms are required and can be purchased through the Faith Academy uniform store. Parents are responsible for providing the student uniform. See uniform policy at the end of handbook.