

FINANCIAL POLICIES

APPLICATION FEE (KP-12th)

Families pay a one-time, non-refundable fee per student due with submission of their online admissions application.

PLACEMENT TESTING/ASSESSMENT FEE

A one-time non-refundable testing/assessment fee must be paid per student at the time of testing/assessment registration.

PROCTORS FOR NON-FAITH ACADEMY TESTING

Any student needing a proctor (Faith Academy staff member) for a test that is not a requirement of Faith Academy will be charged a testing fee. Examples of this type of testing are Accuplacer, Math Placement Test for colleges, Credit by Exam Recovery tests, etc.

REGISTRATION FEE

An annual, non-refundable fee that accompanies registration to secure a student's place in class.

ENROLLMENT FEE

An annual, non-refundable fee absorbed by all students that covers the administrative costs associated with the enrollment process. This fee is capped after the first two students in a family and can be rolled into monthly tuition payments.

PAYMENTS FEE

Families choosing to pay their tuition monthly will be assessed an additional payment fee per year per family to cover the administrative costs of making monthly payments. This fee is rolled into monthly tuition payments made in FACTS and is not charged to families paying tuition in full.

TUITION

- Tuition will vary for individual students based on the number of courses for which a student registers. Tuition may be paid in full or parents have the option to 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 The payment is withdrawn on the 5th of each month.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.
- **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 tuition and incidental payments will be handled through FACTS.

SIBLING DISCOUNT

- The first student in the family must be taking a full load.
- Remaining siblings taking a full load will receive a sibling discount

SCHEDULE CHANGE FEE

- Beginning the first day of classes 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.
- 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.

LATE FEE

- 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.

TEXTBOOKS

Students are responsible for purchasing all textbook materials required for each class. A textbook list will be published on our website 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 publish a list of supplies required for students on our website. 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 this handbook.

ATHLETICS

A flat rate for junior high and high school includes all sports and fitness training class for the year. Fitness training is provided for junior high students whose sport is not in season. There may be additional costs for travel uniforms, shoes, etc. Elementary sports are charged on a per sport basis.