

## 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 April 1<sup>st</sup> and ends March 1<sup>st</sup> for the year. The payment is withdrawn on the 5<sup>th</sup> of each month. Semester pay accounts are charged on July 5<sup>th</sup> and December 5<sup>th</sup>. 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 fall 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 student in the highest grade level must be a full time student (student takes a minimum of five classes each semester).
- Remaining siblings taking a full load will receive a sibling discount

### **SCHEDULE CHANGE FEE**

- Beginning August 1st, 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.

### **WITHDRAWAL FEE**

- Withdrawal from school will result in the following tuition fees
  - o If withdrawn between July 5<sup>th</sup> and September 5<sup>th</sup>, 50% of your annual core tuition is owed
  - o If withdrawn between September 5<sup>th</sup>- October 31st, 75% of your annual core tuition is owed
  - o If withdrawn after October 31st 100%, of your annual core tuition is owed
  - o Any commitment to elective classes or athletics will be subject to proration based on elective/sports

### **PENALTY FOR NON-PAYMENT**

Faith Academy reserves the right to take action via a third party collection service.

### **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.
- 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.

### **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 canceled, 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 Lands' End or Tommy Hilfiger. Uniforms purchased through the Faith Academy Uniform Store will be grandfathered in for the 2022-23 and 2023-24 school years. 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 off season training throughout the year for the sports that participate in off season training. There may be additional costs for travel uniforms, shoes, etc. For questions, please contact the Athletic Director.