



# **Immanuel Christian Academy**

## **STANDING OUT IN FAITH**

*for Christ, the community, and one another*

### **2019 – 2020 SCHOOL YEAR ENROLLMENT POLICY**

#### **Enrollment and re-enrollment is conditional upon the following terms:**

1. Successful completion of the previous academic year and no adverse recommendation from the Principal
2. Enrollment Fee has been paid by May 30<sup>th</sup> 2019.
3. Student Service Fees has been paid in full by August 20<sup>th</sup>, 2019  
\$450 per student Kindergarten – 8<sup>th</sup> Grade / \$350 for Preschool students
4. All fees from previous year have been paid in full including, but not limited to Aftercare fees, Library Fines, Lunch, etc.
5. Tuition payments must be received by the school on or before the due date.

#### **Tuition & Fees Payment Options**

1. **OPTION 1** – Payment in Full by August 20<sup>th</sup>, 2019. A **\$300 discount** will be applied to your payment.
2. **OPTION 2** – Bi-annual payments: Paid through Smart Tuition. First payment due in August and second payment due in January. Payment date of 1<sup>st</sup>, 10<sup>th</sup> or 20<sup>th</sup> selected through Smart Tuition. **\$100 discount** will be applied to each payment received on time and in full.
3. **OPTION 3** – Monthly auto pay: Payments arranged through Smart Tuition. Choose either the 1<sup>st</sup>, 10<sup>th</sup> or 20<sup>th</sup> of each month. 10 month payment plan - First payment due in August, last payment in May. For families who enroll after July 6<sup>th</sup>, a 9 month payment plan of September – May will apply.

**Smart Tuition charges an Administrative fee of \$43.00 per family added to the first Tuition Payment.**

The fee for returned checks and electronic payments not honored by the payer's bank for any reason other than bank error is \$30.00. If payment is not honored by payers bank twice, all remaining tuition payments must be made in cash on time and in full.

**If Student Service Fees are not paid in full by August 20<sup>th</sup>, students(s) will not be enrolled  
If first month tuition is not paid prior to August 20<sup>th</sup> per Smart Tuition, student(s) will not be enrolled.**

Tuition and fees must be current in order for students to participate in any extra-curricular activities, field trips and school social functions. School transcripts will be withheld and graduation diplomas will not be released until tuition and fees are paid in full.

**What happens if I cannot make a payment and I have not contacted the office for a payment plan?**

Failure to notify and set up an alternative payment plan will result in the following process:

1 – 3 days - \$40 late fee applied by Smart Tuition

5 days - Email / Telephone notification

15 days – \$40 late fee applied by Immanuel

20 days - Formal letter requesting payment

30 days – Late Fee (\$40). Child will be withheld from school until balance is paid in full.

60 days – Child will be withdrawn from school. Account will be referred to a collection agency. Parent is responsible for all fees related to the collection process.

Parent is responsible for all fees related to returned payments.

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**REFUNDS**

If family withdraws student prior to first day of school, Student Service Fees and tuition will be refunded. Enrollment/Application fee is non-refundable.

If family withdraws student after school begins, paid tuition will be prorated and refunded based on number of days school was in session when written request to withdraw was received, less any fees owed to extra-curricular functions. Student Service Fees are non-refundable at this time.

Once paid, Enrollment, Smart Tuition Fee, Extra-Curricular and Athletic Fees are non-refundable.

**ACKNOWLEDGMENTS**

The student and family agree to comply with school rules and policies as written in the Family Handbook which is amended each year.

This contract is a promissory note for parents/guardians acknowledging tuition and fees.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name: \_\_\_\_\_