

Grace Academy Financial Policy

2012-2013 School Year

Please prayerfully and carefully consider class selections, as registration is a firm financial commitment. Please sign the Financial Policy Payment Plan Options Form and return with your registration. Registrations cannot be accepted and students will not be placed in classes without this signed form. **Students are automatically registered for a full school year.**

Tuition: Grade K-5 Classes - \$625 per course
Grade 6-12 Classes meeting 2 days per week - \$725 per course
Grade 6-12 Classes meeting 4 days per week - \$1,250 per course
Grace On-line Learning - \$675 per course

Costs of all textbooks, workbooks, lab fees and supply fees are the responsibility of the parent/student and not included in tuition. Some classes without textbooks may be charged a customized material fee once class starts.

Study Hall: The cost for Study Hall is \$350 annually. Students may not have an open period in their schedule. They must be in a class or study hall from the start of their first class of the day until the end of their final class of the day.

Administrative Fees: New Family Application Fee is \$150 (one-time fee) and paid prior to family interview. Annual Family Fee is \$300 per family, is mandatory, and includes one yearbook per student. Senior fee is \$300 per senior student and includes graduation and other senior expenses (excluding transcripts) and is mandatory for senior students. Testing fee (K-11th grade) is \$50 per student and covers mandatory year-end testing. All administrative fees are non-refundable.

Fair Share Building Contribution: The Fair Share Building Contribution is \$200 per family per year and is tax deductible.

Switch Fees: A fee of \$30 per class switch will be charged. All switches are dependent upon administrative approval and class availability. You may not switch classes between siblings. A 4-day class must be switched for another 4-day class or two 2-day classes and the difference in price of the 4-day class is non-refundable. If the student schedule is changed to add additional Grace classes, a switch fee will not be charged. If a class switch is needed for class level placement at the request of a teacher or the director, no class switch fee will be charged. Class switch fees are due at the time of the class switch and are non-refundable.

Sports Fees: Grace Sports cost \$350 per sport. Sports fees are payable in full upon making the team. Sports registered for at the time of the initial registration must be included in your payment plan. Students must be registered for 2 or more classes for the entire school year to be eligible for sports. New students entering in January will be eligible for Spring Sports upon enrollment in 2 or more classes. Fall Sports must be registered for at the time of the initial registration as Fall Sports start during August. If sports try-outs are required due to great demand for a sport and a student does not make the team then the sports fee will be refunded. Sport tournaments, camps, clinics, etc. are not included in the sports fee and are the responsibility of the parent. Sports fees not paid with the initial registration must be paid prior to receiving a sport uniform.

All Deposits, Payments and Administrative Fees for Fall 2012 are Non-Refundable and Non-Transferable to siblings or any other student. You may not drop a class and apply payments paid for dropped classes against your account balance. There will be no refund or reduction of the bank draft for dropping a class in the first semester. Second semester of a class may be dropped if written notice is received in the office by 9/30/12. Provided written notice is received by 9/30/12, a tuition refund of paid second semester tuition less \$50 per 2 day class or study hall or \$100 per 4 day class drop fee will be issued. Any credit due for dropped second semester will be prorated over remaining drafts if account balance is not already paid in full. **Draft payments will not be stopped until the account balance is paid in full even in cases of students transferring out of Grace Academy. There will be no refund of tuition for students expelled for disciplinary purposes or any violation of School Policies, nor will the bank draft be stopped until the full year remaining balance is paid. No transcript or records will be released on non-returning students until account balance is paid in full.**

Financial Policy

Payment Plan Options Form

Plan A – Pay in full at the time of the initial registration for each student and register by 5/1/12 and receive a \$25.00 discount per class. (No discount on administrative fees, study halls, or sports). Payment must accompany registration for the discount. Discount is only applicable on the initial registration for each student and not additional classes added at a later time.

Plan B – Register by 5/1/12 and pay 40% of the total tuition and fees at time of registration and pay the balance of tuition in equal monthly bank draft installments by 12/15/12 and receive a \$10.00 per class discount. (No discount on administrative fees, study halls, or sports). Discount is only applicable on the initial registration for each student and not on additional classes added at a later time.

Plan C – Pay 30% of the total tuition and fees at the time of registration and pay the balance of tuition in equal monthly bank draft installments through March of 2013. No discount is available with this plan.

Payment Options: Cash, Check, Visa, MasterCard and American Express. (If paying by American Express, an additional 5% American Express processing fee will apply.)

When a class is added after the initial registration, the family must pay in full upon enrolling or come in to the Grace Academy Office and complete a new bank draft. If registering by phone you may pay for additional classes with a credit card. A deposit based on your original payment plan is required, if not paid in full. The number of draft payments is dependent upon the plan selected and your registration date.

In the event of a bank draft default, a family will have ten days to bring their Grace Academy account current during which time their student may attend class. After ten days, if account is not current, student(s) will not be allowed to return to class until account is current.

Students will be placed on a class roster for the 2012/2013 school year as soon as the registration deposit is paid and the family's 2011/2012 account status is current.

I have read and will comply with the Grace Academy Financial Policy for the 2012-2013 school year and I agree to read and follow Grace Academy policies in the Grace Family Handbook at www.graceacademync.com.

Name(s) of person(s) responsible for the student(s) account:

_____ (Please print)

Signatures:

Date: _____

Student(s) Name(s): _____

