

# Life Christian Academy – Financial Policies

## 2018-2019 School Year

### TUITION BILLINGS:

**K-12 & Full Time LIFE Students:** Tuition payments are to be **received at the Key Bank PO Box by the 15<sup>th</sup> of each month**. There are eleven monthly billings, **JUNE** through **APRIL**. The first statement will be mailed out June 1<sup>st</sup> and is due June 15<sup>th</sup>.

**Late K-12 Applicants:** Monthly tuition for students enrolled after June 15<sup>th</sup> will be based on the number of months remaining for the entire tuition amount and is to be paid in full by the end of May from the date of enrollment. Tuition will be pro-rated for students transferring in after the school year has begun by the number of days remaining in the school year and one month's tuition, due prior to the student starting school.

**Early Childhood Education:** Tuition payments are due by the 15<sup>th</sup> of each month. There are nine monthly billings, **SEPTEMBER** through **MAY**. The first billing will be mailed out September 1<sup>st</sup> and is due September 15<sup>th</sup>. Students who enroll after the 15<sup>th</sup> of the month, or attend any part of the month, will be charged for a ½ month of tuition.

**LIFE Students – Part Time Elementary/MS/HS:** Tuition billing for June, July, and August will reflect charges for the 11-month regular K-12 tuition only. Beginning in September, your monthly statement will reflect charges for the LIFE program segments your student is enrolled in from September through May.

### PAYMENT PLAN:

- **Mail your check or money order directly to LCA's KeyBank** PO Box 11626, Tacoma, WA 98411-6626. Payments **cannot** be accepted at KeyBank locations. All checks or money orders (before and after the 15<sup>th</sup>) must be mailed directly to the KeyBank PO Box.
- **Pay with a credit card by calling Stephanie at 253.756-2418.** A 3% credit card handling fee will be charged.
- **Pay online using your bank's bill pay service.** You will need your school account number (listed on your billing statement) and the mailing address: KeyBank/Life Christian Academy, PO Box 11626, Tacoma, WA 98411-6626. To ensure on-time delivery, we recommend scheduling your payment no later than the 10<sup>th</sup> of the month. If using autopay, please remember to check each month's statements for periodic participation fees.

### PAYMENT POLICY:

1 <sup>st</sup> of month:	Statements are mailed
<b>15<sup>th</sup> of month:</b>	<b>All payments are due to the KeyBank PO Box</b>
After the 15 <sup>th</sup> :	\$35 late fee will be added
20 <sup>th</sup> of month:	Parent must contact the Business Office to make specific payment arrangements for any unusual or temporary financial circumstances
End of month:	Temporary suspension until previous month's tuition is paid

Students may remain in school **if** parents contact the school Business Office and provide a reasonable payment solution that meets the school's approval. Suspension happens only when parents fail to respond or make a reasonable attempt to perform, per agreement.

All accounts must be paid in full and kept current, unless an approved plan has been established, before enrollment for the next school year will be accepted. No student may start school with a previous balance owing. Any outstanding accounts will be turned over to an outside collection agency (if an exception warrants consideration, it must be approved by the school finance committee prior to enrollment).

All accounts must be paid in full prior to the last day of school. Otherwise, the school may withhold official transcripts according to RCW 28A.195.070.

All billing statements will be mailed to the student's primary place of residence **ONLY**. If someone else pays the tuition, the parent/guardian is responsible for forwarding the statement to that individual.

### REFUND POLICY:

**Summer refunds (withdrawal in June, July, or August):** Enrollment fee is non-refundable. A 10% withdrawal fee will be deducted from any paid tuition prior to a refund.

**After school begins:** Enrollment deposit is non-refundable. Tuition is pro-rated on a daily basis. A withdrawal fee of 10% of the billed tuition will be added to the account and refunds will be calculated only on amount actually paid, not tuition assistance.

All refunds will be paid to the person paying on the account. In the case of various sources of payment, a refund agreement form needs to be submitted to the Business Office in order to process the refund.