



## **Financial Policies 2019-2020 Academic Year**

All students are enrolled at Life Christian Academy on a continuous enrollment basis and will remain enrolled from year to year until withdrawn following the completion of the formal withdrawal process. Each enrollment is conditional upon compliance with all LCA policies and procedures.

### **TUITION BILLINGS**

#### **K-12 & Full Time LIFE Program Students:**

Tuition payments must be **received online via FACTS by the 15<sup>th</sup> of each month**. Regular monthly billings for students registered in a timely manner begins in **June** and ends in **April**. Billing statements will be available online via FACTS beginning June 1.

Enrollments that take place over the summer will place you on a shortened billing cycle. Example: If you enroll after June 15, you will be placed on a **July** through **May** billing cycle. If you enroll after July 15, you will be placed on an **August** through **May** billing cycle. If you enroll after August 15, you will be placed on a **September** through **May** billing cycle. Each of these plans reflect the same tuition cost for the year.

#### **K-12 & Full Time LIFE Program Students (enrolled after school begins):**

If you enroll your child at LCA after the first day of school, tuition will be pro-rated based on the total number of days your child will be attending class. The total tuition cost will be based on the pro-rated amount and the billing cycle will run through May.

Families who enroll their child after school has started must pay tuition for the first month prior to their child attending class.

#### **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 due on September 15. Students who enroll after the 15<sup>th</sup> of the month, or attend any part of the month, will be billed for one-half of a month of tuition.

#### **LIFE Program Students – Part Time Elementary/MS/HS:**

Tuition billing for June, July, and August will only reflect charges for the 11 month regular K-12 tuition and the full time LIFE Program charges. Beginning in September, your monthly statement will reflect charges for the part time LIFE Program segments your child is enrolled in from September through May.

#### **Payment Plans:**

- Full tuition and fees may be paid in full in one installment, twice per year, four times per year, or monthly.
- You may link your bank account online to your FACTS tuition account.
- You may pay with a credit card or direct debit online via FACTS (before and after the 15<sup>th</sup>). A 2.85% credit card handling fee will be charged in addition to tuition for credit or debit cards.
- The establishment of a payment plan will incur a one-time yearly fee charged by FACTS: \$20.00 for families paying yearly or \$50.00 for families paying monthly, four times per year, or twice per year.

#### **Payment Policy:**

1<sup>st</sup> of month:            Statements are available online via FACTS  
15<sup>th</sup> of month:        **All payments are due**

After the 15 <sup>th</sup> :	\$35 late fee will be added to your account
20 <sup>th</sup> of month:	Families must contact FACTS to make specific payment arrangements for any unusual or temporary financial circumstances
End of month:	Temporary student suspension until previous month's tuition is paid

If a family falls behind on their payment schedule, the children may remain in school **if** the family contacts FACTS and the LCA Business Office and provides a reasonable payment solution that meets LCA's approval. Student suspension occurs when families fail to respond or make a reasonable attempt to meet the agreed upon payment schedule.

All accounts must be paid in full and kept current, unless an approved payment plan has been established. If an account is not kept current, continuous enrollment may be impacted for the following school year. Children may not begin 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.

**Withdrawal Policy:**

LCA requires prior notice of one academic quarter (10 weeks) to withdraw a student from school. If this notice is not provided, fees will be charged in lieu of notice equivalent to 10 weeks notice. The cut-off date for withdrawing a student, according to our continuous enrollment policies, for the next school year without a penalty year is April 1.

**Summer Refunds (withdrawal in June, July, or August):**

LCA enrollment fees are non-refundable. A 25% withdrawal fee will be deducted from any paid tuition (minus scholarships or Tuition Assistance) prior to a refund in lieu of notice.

**After School Begins:**

LCA enrollment fees are non-refundable. One full quarter's (10 weeks) notice is required, in writing to the Headmaster, before the cancellation of enrollment or withdrawal of a student from LCA. If the required notice is not given, a fee of up to one full quarter's fees may be charged. Tuition is pro-rated on a daily basis. Fees in lieu of notice will be added to the account and refunds will be calculated only on the amount actually paid (not including scholarships or Tuition Assistance).

All refunds will be issued 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 LCA Business Office in order to process the refund.

**Laptop Program:**

The annual lease and technology fees are payable should a student withdraw prior to the end of an academic year.