

EARLY CHILDHOOD TUITION IS BASED ON 12 MONTHLY PAYMENTS.

ELEMENTARY, MIDDLE SCHOOL AND AFTER SCHOOL PROGRAM TUITION IS BASED ON 10 MONTHLY PAYMENTS.

ALL FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE

FELLOWSHIP CHRISTIAN ACADEMY SCHOOL FEES		EARLY CHILDHOOD	ELEMENTARY SCHOOL	MIDDLE SCHOOL	AFTER SCHOOL (ASP)	MISC.
ENROLLMENT / RE-ENROLLMENT FEES						
APPLICATION FEE	(New Student)	\$ 85.00	\$ 85.00	\$ 85.00	-	-
REGISTRATION	(Annually)	\$ 250.00	\$ 275.00	\$ 350.00	\$ 55.00	-
EARLY REGISTRATION	(Annually)	\$ 175.00	\$ 200.00	\$ 200.00	-	-
BOOK/CURRICULUM FEE – (18 Mon – 4 Yr)	(Annually)	\$ 100.00	-	-	-	-
BOOK/CURRICULUM FEE – (Kindergarten – 8th Grade)	(Annually)	-	\$ 150.00	\$ 200.00	-	-
ACTIVITY FEE – (year book fee included)	(Annually)	\$ 150.00	\$ 85.00	\$ 85.00	\$ 110.00	-
TECHNOLOGY FEE – (18 Mon – 5th Grade \$5.00 / 6th – 8th Grade \$16.50)	(Aug – May)	\$ 50.00	\$ 50.00	\$ 165.00	-	-
TUITION						
TUITION – (18 Mon – 2 Yr)	(\$635.00 Monthly)	\$ 7,620.00	-	-	-	-
TUITION – (3 Yr – 4 Yr)	(\$605.00 Monthly)	\$ 7,260.00	-	-	-	-
TUITION – (K – 8th Grade)	(K – 8th Grade \$495.00 Monthly / ASP \$160.00 Monthly)	-	\$ 4,950.00	\$ 4,950.00	\$ 1,600.00	-
MISCELLANEOUS FEES						
LATE PICK-UP FEES – \$2 per minute for 1-14 minutes; \$55 at 15 minutes; \$55 plus \$2 per minute starting at the 16th minute		-	-	-	-	-
ASP BEFORE SCHOOL CARE – (students not enrolled in ASP) 7:00 a.m. – 7:45 a.m.	(\$27.50 Monthly)	-	-	-	\$ 275.00	-
ASP DROP-IN FEE	(Per Day)	-	-	-	\$ 25.00	-
ASP EXTENDED DAY SERVICE – (student holidays)	(Per Day)	-	-	-	\$ 55.00	-
GRADUATION FEES – (4 yr old and 8th grade)	(Annually)	\$ 55.00	-	\$ 55.00	-	-
EARLY WITHDRAWAL FEE – assessed for less than 30 days notice of withdrawal		-	-	-	-	\$165.00
NSF FEES (MISCELLANEOUS ITEMS)		-	-	-	-	\$ 35.00
FCA LATE TUITION FEE		-	-	-	-	\$ 20.00
SMART TUITION LATE TUITION FEE		-	-	-	-	\$ 40.00
SMART TUITION ADMINISTRATIVE FEE		-	-	-	-	\$ 48.00
SMART TUITION ACH FAILED FEE		-	-	-	-	\$ 30.00
RECORD REQUEST FEE – cashier's check or money order (due same day of request)		-	-	-	-	\$ 5.00
FINE ARTS						
DAYTIME CLASSES (held between 8 a.m. – 4 p.m. Monday - Thursday)			EVENING CLASSES (held between 4 p.m. – 6 p.m. Monday - Friday)			
Percussion, Piano, Voice – (EC3 - 8th Grade)			Creative Arts, Dance and ALL Private Classes			
Guitar – (3rd Grade - 8th Grade)			General Band — Registration Fee ONLY (3rd Grade - 8th Grade)			
WOODWIND Clarinet, Flute, Saxophone—Semi-Private ONLY (3rd Grade - 8th Grade)						
Pre-Band Recorder Choir — Registration Fee ONLY (2nd Grade ONLY)						
FINE ARTS INSTITUTE REGISTRATION – (per class)	(Annually)	\$ 75.00	\$ 75.00	\$ 75.00	-	-
FINE ARTS INSTITUTE EARLY REGISTRATION – (per class)	(Annually)	\$ 55.00	\$ 55.00	\$ 55.00	-	-
FINE ARTS – DANCE GROUP – (EC3 - 8th Grade)	(Monthly)	\$ 85.00	\$ 105.00	\$ 105.00	-	-
FINE ARTS – (small group) – (EC3 - 8th Grade)	(Monthly)	\$ 50.00	\$ 50.00	\$ 50.00	-	-
FINE ARTS – (semi-private) – (Kindergarten - 8th Grade)	(Monthly)	\$ 65.00	\$ 65.00	\$ 65.00	-	-
FINE ARTS – (private) – (Kindergarten - 8th Grade)	(Monthly)	\$ 110.00	\$ 110.00	\$ 110.00	-	-
BREAKFAST / LUNCH						
BREAKFAST – cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP	(Per Day)	-	\$ 1.50	\$ 1.50	-	-
LUNCH – cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP	(Per Day)	-	\$ 4.00	\$ 4.00	-	-



College Preparatory School

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AUGUST JULY

2017 — 2018

FINANCIAL INFORMATION

RESOURCE GUIDE



Parent Help Line

(24 hours / 7 days a week)

(888) 868-8828

TUITION PAYMENT OPTIONS

All Fellowship Christian Academy families have three (3) options for paying tuition. All families that elect option 1 below are required to enroll in the Smart Tuition Management Program, as described hereinafter.

- OPTION 1:** Ten (10) monthly payments for elementary, middle school and after school program students and/or twelve (12) monthly payments for early childhood students, which will be automatic deduction through the Smart Tuition Management Program. (See *Enrollment process for Smart Tuition Management Program*).
- OPTION 2:** A single lump sum payment for the entire year, due on or before August 3rd paid directly to Fellowship Christian Academy by money order or cashier's check.
- OPTION 3:** Two lump sum semester payments, due on or before August 3rd and January 3rd paid directly to Fellowship Christian Academy by money order or cashier's check.

ENROLLING IN THE SMART TUITION MANAGEMENT PROGRAM

Complete Smart Tuition enrollment online:

- Provide Smart Tuition your contact information;
- If needed, complete "Authorized Party" section. This field allows another person to access your tuition account information as well as make payments on the account.
- Select one of the auto payment plans; (1) Auto debit (EFT) Electronic Funds Transfer from your checking/savings account or (2) Auto payment via any major credit card.

If you choose to debit your checking account, attach a voided check to the Smart Tuition Enrollment Form. If you choose to pay by credit card, a 2.65% convenience fee will apply to all credit card payments.

- TIPS:**
- ◆ Check with your financial institution to obtain the correct routing and account numbers to insure the ACH automatic deduction will be accepted. Also check to make sure that they have received the ACH instructions to deduct from your account on the settlement date.
 - ◆ If you have concerns contact Smart Tuition a minimum of 10 business days prior to the ACH date.
 - ◆ Your tuition may change each month due to fees that have been applied to your account.

OTHER FINANCIAL INFORMATION

1. **COMMUNICATION** – To better serve you, FCA Financial Services and Smart Tuition will be communicating with you first via e-mail, if we cannot reach you via email, then, we will call you.
2. **ANNUAL ADMINISTRATIVE FEE** – Smart Tuition charges a \$45.00 Annual Administrative Fee per family which will be auto deducted by Smart Tuition. This fee is non-refundable.
3. **ANNUAL/SEMESTER PAYMENTS** – Annual payments are due on or before August 3rd paid directly to Fellowship Christian Academy by money order or cashier's check. Semester payments are due on or before August 3rd and again, on or before January 3rd paid directly to Fellowship Christian Academy by money order or cashier's check.
4. **MONTHLY SMART TUITION PAYMENTS** – Tuition payments will be deducted from your bank account/credit card on the 3rd of each billing month. (Examples of failed payments are: failed auto deductions, declined credit card payments.) If the 3rd falls on a weekend or on a holiday, the deduction will be made the following business day.

5. **DISHONORED PAYMENT FEE (Failed Auto-Debit)** – A \$30.00 fee will be applied to your account for failed auto deduction attempts from your bank accounts. In the event of a failed auto debit, you will have until the 5th of the month to contact Smart Tuition and resolve the issue. There **will not** be an opportunity for a second attempt.
6. **LATE TUITION FEES** – A \$20.00 FCA late tuition fee will be applied to your account, in addition to a \$40.00 Smart tuition late fee, if your tuition is not paid by the 5th of the month.
7. **NSF FEES (Misc. Items)** – Occasionally parents may pay for miscellaneous items; such as, t-shirts, fundraiser items, etc. by check. If a check is returned as Non-Sufficient Funds, all future payments to the school, must be made with a money order or cashier's check for the remainder of the school year (*this applies to any family member's check*). A fee of \$35.00 will be assessed to your account and is due immediately. NSF Fees will be billed by FCA Financial Services, not Smart Tuition.
8. **OFFICIAL RECORDS** – There is a \$5.00 charge for all record requests. This fee will apply to all current and former FCA families and must be paid at the time the request is made. Requests must be submitted in person, mailed, or faxed. Your request will not be fulfilled if payment has not been received. In addition, all fees, fines and/or account balances owed to FCA, must be paid in full before **any** official records are issued.
9. **LATE PICK-UP FEES** – After school and early childhood late pick-up fees are due at 6:01 p.m. The fee is \$2.00 per minute for minutes 1-14. At the 15th minute the fee is \$55.00 and at 16th minute the fee is \$55 plus \$2 per additional minute. If you are enrolled in the Smart Tuition Program, late pick-up fees are added to your Smart Tuition account. If you are not enrolled in the Smart Tuition Program and your account incurs late pick-up fees, these fees are due the same day of service via cash (*please place your payment in an envelope and drop it in the tuition box*).
10. **DROP-IN FEE** – This fee applies to FCA elementary and middle school students who are not enrolled in the After School Program (ASP). Students not picked up 15 minutes after the dismissal time will be sent to ASP. If you are enrolled in the Smart Tuition Program, drop-in fees are added to your Smart Tuition account. If you are not enrolled in the Smart Tuition Program and your account incurs a drop-in fee, this fee is due the same day of service via cash (*please place your payment in an envelope and drop it in the tuition box*).
11. **EXTENDED DAY SERVICE** – This fee applies to FCA elementary and middle school students who are not enrolled in the ASP, but attend the ASP program due to a student holiday. If you are enrolled in the Smart Tuition Program, extended day service fees are added to your Smart Tuition account. If you are not enrolled in the Smart Tuition Program and your account incurs an extended day service fee, this fee is due the same day of service via cash (*please place your payment in an envelope and drop it in the tuition box*).
12. **LATE FEES** – Smart Tuition will assess late fees to accounts with an outstanding balance over \$30.00 (*i.e. fees or tuition, this includes late pick-up and drop-in fees*). An additional \$20.00 FCA Late Fee will be applied to your account, as well as an additional \$40.00 Smart Tuition Late Fee. **These fees will be added if your account is not cleared by the following month.**
13. **MULTIPLE CHILD DISCOUNT** – A multiple child discount of 10% is given to families if you have more than one child attending FCA's early childhood, elementary or middle school, each additional child will receive a multiple child discount. Families receiving merit scholarships are eligible for multiple child discount in addition to the scholarship. The child with the **smallest** tuition will receive the 10% discount. Please note that after school multiple child discounts are given if two or more siblings attend the after-school program.
14. **WITHDRAWAL** – A thirty day advance notice must be given before withdrawal of a student. It is imperative that you fill out the Student Withdrawal Form to withdraw your child from any entity of FCA. Otherwise, you are still incurring monthly charges and late fees on your account and the Smart Tuition Auto Debit will continue to be drafted on your bank account or credit card. If you withdraw your child and you desire to re-enroll them at a later date, you will be required to pay **another** registration fee.
15. **REFUNDS** – Smart Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. FCA will issue refunds for overpayments only at the end of the school year.
16. **LATE ENROLLMENT** – If your child is enrolled in any FCA program before the 10th of July and option 1 is elected, August tuition will be paid through the Smart Tuition Management Program. If your child is enrolled in any FCA program after the 10th of July and option 1 is elected, payment for August tuition is required in advance along with the other applicable fees.