



FELLOWSHIP CHRISTIAN ACADEMY Financial Services News

fcasoars.org



REGISTRATION

OCBF / FCA EMPLOYEES

If your child **will** or **will not** be attending FCA for the 2010-2011 school year, you must schedule a meeting with Financial Services by signing the appointment book located at the front desk (*no later than Friday, May 21st*). Note: There are different time slots available for each page (one for each financial advisor).

EARLY REGISTRATION 18 MONTHS THRU 8TH GRADE (2010-2011)

Parents, please be aware that in order to receive the early enrollment discount, all applications, testing, interviews and finance meetings must have taken place on or by Friday, April 30th.

After Friday, April 30th, payment for the full registration will be required (*regular fees will be in effect*). The discount will no longer be available.

PRESCHOOL (NO SUMMER)

IF YOUR CHILD WILL **NOT** BE ATTENDING FCA FOR THE SUMMER (JUNE AND JULY), YOU MUST DO THE FOLLOWING:

STEP 1 Turn in Withdrawal Form (*see front desk*) on or before Friday, May 14th, otherwise, Smart Tuition will continue to draft funds from your account. Note: All outstanding balances must be paid on or before May 14th.

PRESCHOOL (SUMMER ONLY)

IF YOUR CHILD WILL ATTEND FCA UNTIL JULY, BUT WILL **NOT** BE ATTENDING FOR THE 2010-2011 SCHOOL YEAR, YOU MUST FOLLOW THE FOLLOWING STEPS:

STEP 1 Turn in 2009-2010 (Summer Re-Enrollment Form) at the front desk (*if you do not have a form, see front desk*). Note: All outstanding balances must be paid before you pay your child's summer activity fee.

STEP 2 Place summer activity fee (*money order / cashier's check*) in tuition box on or before April 30th.

STEP 3 Turn in Withdrawal Form (*see front desk*) on or before Friday, July 16th.

GRADUATION CELEBRATION

Parents, in order for your graduate to participate in the graduation ceremonies, all tuition and fees must be paid **IN FULL** on or before **Thursday, May 13, 2010**.

FINANCE CHANGES

Effective May 2010, Smart Tuition **will not** re-attempt to collect tuition, all payments that do not clear your banking account on the first attempt (the 2nd of each month), must be paid to the school by 5th of the month via money order or cashier's check (*this includes payments that have been manual stopped by parents*). If the 5th falls on a weekend or on a holiday, the payment should be submitted to the school the following business day.

Effective May 17, 2010, if your account incurs a late pick-up fee or a drop-in fee, the fees are due upon service (same day) via cash (*please place your payment in an envelope and drop it in the tuition box*).

do your
RECYCLE
part

