

FINANCIAL INFORMATION SHEET

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 preschool 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 2nd paid directly to Fellowship Christian Academy by cashier's check or money order.
- Option 3:** Two single lump sum payments per semester, due on or before August 2nd and January 2nd paid directly to Fellowship Christian Academy by cashier's check or money order.

ENROLLING IN THE SMART TUITION MANAGEMENT PROGRAM

Complete the Smart Tuition Enrollment Form as described below:



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 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 credit card transfer - American Express, Discover or MasterCard. Smart Tuition does not accept VISA.


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 2.5% 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. **Annual Administrative Fee – Smart Tuition charges a \$38.00 Annual Administrative Fee** per family, **per entity** which will be auto deducted by Smart Tuition. This fee is non-refundable. However, if you have a child in both entities of the school i.e. elementary and preschool, you will receive a **credit** of \$21.00 (60 to 90 days) after school starts on your preschool child's account (*which will make your preschool administrative fee \$17.00*).
2. Tuition payments will be deducted from your checking account/credit card on the 2nd of each billing month. **All failed auto deduction attempts from bank accounts or credit cards on the 2nd will be re-attempted on the 12th of the month.** Examples of failed payments are: failed auto deductions, declined credit card payments. If the 2nd or the 12th falls on a weekend or on a holiday, then the deductions will be made the following business day.
3. **Dishonored Payment Fee (Failed Auto-Debit)** – A \$20.00 fee will be applied to your account for failed auto deduction attempts from bank accounts or credit cards. This fee applies to each failed auto debit.
4. **Follow-Up Service Fee** – In the event of a failed auto debit, you will have until the 5th of the month to contact Smart Tuition and correct the problem. Any issues not resolved by the 5th will result in a **\$20.00 Follow-Up Service Fee being assessed to your account** to cover additional processing fees. If your payment fails again, after the 12th of the month, the \$20.00 Follow-Up Service Fee will be added to the next month. As part of the Follow-up Service, Smart Tuition will contact you via phone and email to resolve the failed auto debit.
5. **School Late Tuition Fee** – In addition to the Follow-Up Service fee mention above, Smart Tuition will assess a Late Tuition Fee on behalf of FCA. **The amount of the fee is \$15.00.**
6. **Fees** – Initial tuition (*if applicable*), registration, book, activity and summer fees must be paid in advance or at the time of registration by cashier's check or money order by July 1st (**made payable to Fellowship Christian Academy**).

7. **NSF Fees (Misc. Items)** – Occasionally parents may pay for miscellaneous items; such as, t-shirts, fund raiser items, etc. by check. If a check is returned as Non-Sufficient Funds, all future payments to the school, must be made with a cashier's check or money order 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 Finance Office.
8. **Multiple Child Discount** – A multiple child discount of 10% is given to families who pay **full (100%) tuition**. **No other discounts will be applied**, unless approved by the FCA Education Committee. If you have more than one child attending preschool, elementary or middle school, each additional child will receive the multiple child discounts. 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.
9. **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.
10. **Late Pick-Up Fees** – After school and preschool late pick-up fees are due at 6:01 p.m. The fee is \$1.00 per minute. These fees will be billed and mailed by FCA Finance Office.
11. **Drop-In Fee** – This fee applies to students who attend FCA and who are not enrolled in the After School Program. The drop-in fee is \$20.00 and due by the 10th of each month. FCA students not picked up 15 minutes after the normal dismissal time will be sent to ASP. All ASP Drop-in Fees will be billed and mailed by FCA Finance Office. Drop-In Fees must be paid via money order or cashier's check placed in both white envelope and Tuition Box.
12. **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.
13. **Late Enrollment** – If you enroll your child in any FCA program before the 10th of July and you elect option 1, your August tuition will be paid through the Smart Tuition Management Program. If you enroll your child in any FCA program after the 10th of July and you elect option 1, you will pay the August tuition in advance along with the other applicable fees.

 Tuition for elementary and middle school is an annual fee.

 If you enroll your child in any FCA program after August 1st, but before the 10th of the month and you elect option 1, you will pay the tuition for the current month and all prior months in advance along with the other applicable fees, after the 10th of the month you will also pay the tuition for the following month in advance.

 **EXAMPLE:** If you enrolled after August 10th but before September 10th you would pay the tuition for both August and September at the time of enrollment. After September 10th you would have to pay the tuition for August, September and October at the time of enrollment via cashier's check or money order made payable to Fellowship Christian Academy.

| PRESCHOOL TUITION IS BASED ON 12 MONTHLY PAYMENTS. ELEMENTARY, MIDDLE SCHOOL & ASP TUITION IS BASED ON 10 MONTHLY PAYMENTS. | | | | | | |
|---|-----------|------------|----------|----------|---------------|--|
| ALL FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE | | | | | | |
| FCA – SCHOOL FEES | PRESCHOOL | ELEMENTARY | MIDDLE | ASP | MISCELLANEOUS | |
| APPLICATION FEE | 50.00 | 50.00 | 50.00 | - | - | |
| REGISTRATION | 150.00 | 250.00 | 300.00 | 50.00 | - | |
| BOOK/CURRICULUM FEE (2YR – 4YR) | 50.00 | - | - | - | - | |
| BOOK/CURRICULUM FEE (KINDERGARTEN) | - | 75.00 | - | - | - | |
| BOOK/CURRICULUM FEE (1 ST – 8 TH) | - | 150.00 | 200.00 | - | - | |
| TUITION (18M – 2YR) | 5,040.00 | - | - | - | - | |
| TUITION (3YR – 4YR) | 4,800.00 | - | - | - | - | |
| TUITION (KINDERGARTEN – 8 TH GRADE) EARLY REGISTRATION | - | 3,950.00 | 3,950.00 | 1,200.00 | - | |
| TUITION (KINDERGARTEN – 8 TH GRADE) REGULAR REGISTRATION | - | 4,100.00 | 4,100.00 | 1,200.00 | - | |
| LATE PICK-UP FEE (\$1.00 PER MIN) | - | - | - | - | - | |
| ASP DROP-IN FEE | - | - | - | 20.00 | - | |
| BEFORE SCHOOL CARE | - | 25.00 | 25.00 | - | - | |
| GRADUATION FEES | 50.00 | - | - | - | - | |
| TESTING FEES (STANFORD ACHIEVEMENT TEST) | 20.00 | - | - | - | - | |
| ACTIVITY FEE | - | 40.00 | 40.00 | - | - | |
| SUMMER ACTIVITY FEE (18M – 2YR) | 30.00 | - | - | - | - | |
| SUMMER ACTIVITY (3YR – 4YR) | 50.00 | - | - | - | - | |
| FCA LATE TUITION FEE | - | - | - | - | 15.00 | |
| NSF FEES (MISCELLANEOUS ITEMS) | - | - | - | - | 35.00 | |
| SMART TUITION FOLLOW-UP SERVICE FEE | - | - | - | - | 20.00 | |
| SMART TUITION FAILED AUTO DEBIT FEE | - | - | - | - | 20.00 | |
| BREAKFAST (PER DAY) – cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP | - | 1.40 | 1.40 | - | - | |
| LUNCH (PER DAY) – cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP | - | 2.80 | 2.80 | - | - | |
| RECORD REQUEST FEE – cash, cashier's check or money order (due upon day records are requested) | - | - | - | - | 5.00 | |