



A Ministry of Oak Cliff Bible Fellowship

website: [fcasoars.org](http://fcasoars.org)

1821 W. CAMP WISDOM ROAD  
DALLAS, TEXAS 75232  
(214) 672-9200 x4401 • (214) 672-9201(FAX)



Parent Help Line (24 hours / 7 days a week)  
(888) 868-8828

## FINANCIAL INFORMATION RESOURCE GUIDE

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

### 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 \$43.00 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 \$22.00*).
2. Tuition payments will be deducted from your checking account/credit card on the 2<sup>nd</sup> of each billing month. Examples of failed payments are: failed auto deductions, declined credit card payments. If the 2<sup>nd</sup> falls on a weekend or on a holiday, the deduction will be made the following business day.
3. **Dishonored Payment Fee (Failed Auto-Debit)** – A \$25.00 fee will be applied to your account for failed auto deduction attempts from bank accounts. In the event of a failed auto debit, you will have until the 5<sup>th</sup> of the month to contact Smart Tuition and resolve the issue. There **will not** be an opportunity for a second attempt.
4. **Late Tuition Fees** – tuition that is not paid by the 5<sup>th</sup> of the month, a \$15.00 FCA Late Tuition Fee will be applied to your account, in addition to a \$30.00 Smart Tuition Late Fee.
5. **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 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.
6. **Fees** – Initial tuition (*if applicable*), registration, book, and activity fees must be paid at the time of registration by money order or cashier's check by July 1<sup>st</sup> (**made payable to Fellowship Christian Academy**).
7. **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.

8. **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. 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 a late pick-up fee, 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*).
9. **Drop-In Fee** – This fee applies to students who attend FCA elementary and middle school and who are not enrolled in the After School Program. FCA students not picked up 15 minutes after the normal 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, 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. **Late Fees** – Smart Tuition will assess late fees to accounts with an outstanding balance of at least \$30.00 of any kind (i.e. fees or tuition, this includes late pick-up and drop-in fees). An additional \$15.00 FCA Late Fee will be applied to your account, as well as an additional \$30.00 Smart Tuition Late Fee. **These fees will be added if your account is not cleared by the following month.**
11. **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 a multiple child discount. 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.
12. **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.
13. **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.
14. **Late Enrollment** – If you enroll your child in any FCA program before the 10<sup>th</sup> 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 10<sup>th</sup> 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 1<sup>st</sup>, but before the 10<sup>th</sup> 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 10<sup>th</sup> of the month you will also pay the tuition for the following month in advance.



EXAMPLE: If you enrolled after August 10<sup>th</sup> but before September 10<sup>th</sup> you would pay the tuition for both August and September at the time of enrollment. After September 10<sup>th</sup> you would have to pay the tuition for August, September and October at the time of enrollment via money order or cashier's check 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						
FELLOWSHIP CHRISTIAN ACADEMY – SCHOOL FEES	PRESCHOOL	ELEMENTARY	MIDDLE	AFTER SCHOOL	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 <sup>ST</sup> – 8 <sup>TH</sup> )	-	150.00	200.00	-	-	
TUITION (18M – 2YR) (450.00 MONTHLY)	5,400.00	-	-	-	-	
TUITION (3YR – 4YR) (425.00 MONTHLY)	5,100.00	-	-	-	-	
TUITION (KINDERGARTEN – 8 <sup>TH</sup> GRADE)	-	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	50.00	50.00	-	-	
TESTING FEES (STANFORD ACHIEVEMENT TEST)	20.00	-	-	-	-	
ACTIVITY FEE	100.00	40.00	40.00	-	-	
RECORD REQUEST FEE – cashier's check or money order (due upon day records are requested)	-	-	-	-	5.00	
NSF FEES (MISCELLANEOUS ITEMS)	-	-	-	-	35.00	
FCA LATE TUITION FEE	-	-	-	-	15.00	
SMART TUITION LATE FEE	-	-	-	-	30.00	
SMART TUITION FAILED AUTO DEBIT FEE	-	-	-	-	25.00	
BREAKFAST (PER DAY) – cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP	-	1.50	1.50	-	-	
LUNCH (PER DAY) – cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP	-	3.00	3.00	-	-	