

Financial Policy 2022

First Baptist Academy

APPLICATION FEE (per student): \$220

This is a one-time fee due when a student is first applying to FBA. The application fee must be submitted along with the student's application form before processing begins. The fee is non-refundable and non-transferable; however, if a student is not accepted into the academy, a full refund will be made.

REENROLLMENT FEE (per student): \$150

This is a yearly fee due at the end of the previous school year. The reenrollment fee must be submitted along with the student's reenrollment form before processing begins. If a student is reenrolling for the upcoming school year, the current year's tuition and other charges must be paid by June 30 of the current year, or the space will be forfeited.

If a family reenrolls (submitting and paying the reenrollment fee) and then withdraws one or more students from the enrollment before the start of the school year in August, the reenrollment fee will not be refunded and considered the withdrawal fee. An additional \$50 fee per child will be added to the family's account.

2021-2022 TUITION RATES:

K5 – 3rd Grade - \$7,730

4th – 8th Grade - \$7,310

9th – 12th Grade - \$7,620

Tuition may be paid in full or on a 10-month payment plan. The first tuition payment is due in August of the school year. If a student is withdrawn during the month of August, before school has begun, the tuition will be refunded. If paying on the 10-month payment plan, payments are due on the 5th or 20th of each month, determined by the parent when setting up their payment plan. Postdated checks cannot be accepted for any FBA charge.

If payments are one-month delinquent, student will not be admitted to class unless special arrangement have been made with the office. Also, report cards will be held until accounts, including incidental fees, are current. Accounts that are habitually late will be changed to mandatory prepaid accounts (i.e., paying an entire semester before the semester begins). There will be a charge of \$30 for checks returned by the bank. FACTS will charge a \$30 Return Payment Fee for payments due that are not able to be processed when they are due through FACTS.

ACTIVITY FEE (per student) DUE JULY 20: \$500

If the activity fee is not paid by July 20, the student's reservation will be considered forfeited.

The activity fee goes to purchasing school textbooks, supplies, yearbook, and standardized testing materials. In the event a student is withdrawn before the start of school, the textbooks and supplies purchased for the student will remain property of First Baptist Academy. In the event a student is withdrawn after the start of school, the student can take their textbook with them after the withdrawal procedure has been completed and all accounts are paid in full. In the event of withdrawal, no collated items will be returned (this includes tests and quizzes). The Activity Fee is non-refundable and non-transferable at any point in time.

SCHOOL SUPPLIES:

All students are responsible for supplying their own personal school supplies (papers, pencils, crayons, binders, etc.). You will receive a supply list of what is needed for each grade in August before the school year begins. Please do not purchase supplies until you receive the list.

LATE PAYMENT/RETURNED CHECKS:

A late fee of \$25 will be charged on any past due account on FACTS. A late fee cannot be removed unless it was an error on the part of the office. Late fees that are ignored, even if tuition is otherwise paid, will have the same consequences as late tuition payments.

If payments are one-month delinquent, student will not be admitted to class unless special arrangement have been made with the office. Also, report cards will be held until accounts, including incidental fees, are current. Accounts that are habitually late will be changed to mandatory prepaid accounts (i.e., paying an entire semester before the semester begins). There will be a charge of \$30 for checks returned by the bank. FACTS will charge a \$30 Return Payment Fee for payments due that are not able to be processed when they are due through FACTS.

TEXTBOOK and LIBRARY BOOK POLICY:

In the event a textbook or school library book is lost, the student will be expected to pay full replacement cost. A charge will be imposed for excessive damage to any books owned by the academy.

WITHDRAWALS (per student): \$250

Parents withdrawing students must complete the withdrawal procedure through the academy office – a withdrawal form must be completed to be considered withdrawn. No records will be transferred if there is an outstanding balance due on any of the student's accounts. In the event of withdrawal, or is expelled, tuition will be pro-rated based on the number of school days the student was enrolled in FBA. Application Fee, Reenrollment Fee, Curriculum Fee, etc, will not be refunded.

REFUND POLICY:

The Application Fee is non-refundable unless a student is not accepted in FBA after the fee is paid. The yearly Reenrollment Fee is non-refundable even if a student withdraws before the start of the school year. When a student withdraws during the school year, the tuition will be pro-rated based on the number of school days the student was enrolled at FBA. If the family has paid a tuition amount over the pro-rated tuition amount due based upon the withdrawal date, a refund of the over paid tuition will be given.

Refunds can take 5-10 business days to be processed and paid. The Financial Administration will be in contact with the family during this time.

TRANSCRIPTS:

One high school transcript will be sent without charge at the student's written request following graduation. After school begins the following fall, each transcript will be subject to a \$10 transcript fee and will be released only to a college or place of employment upon receipt of a written request and payment of transcript fee. Transcripts may take up to two weeks to process.

APPLICANT WAITING LIST:

If a class is full, at no charge a prospective student's name may be put on a waiting list in the order of application. As openings arise, those prospective students will be given the opportunity to enroll. Students from First Baptist Church or another Christian school may, but not definitely will, be given admission priority over those from other schools and churches.

AFTERCARE PROGRAM:

Aftercare is available from 3:45pm until 6pm at the charge of \$10 per student per day. Students picked up past 6pm will be billed an additional \$10 per half hour past 6pm.

SEPERATED PARENTS:

Multiple households can be set up to make payments and receive billings for each student. It is the responsibility of the separated parents to ask for a meeting with the financial administrator to decide how they want to handle the payments for the student's payment obligations if they are splitting the payment. If no meeting is set up, the parent handling the enrollment for the student will be held 100% financially responsible.