2019-2020
Cottage Hill Christian Academy
Parental Financial Contract

Enrollment/Application

All returning students pay a re-enrollment fee of **$250.00**, if paid prior to March 15. Re-enrollment fees after March 15 will increase to **$450.00**.

1st – 6th grade students pay an activity fee of **$100.00**.

7th – 12th grade students pay an activity fee of **$125.00**.

Activity and re-enrollment fees are non-refundable.

Withdrawal Policy

Tuition is the primary source of income for Cottage Hill Christian Academy. Cottage Hill Christian Academy assumes that once a child is enrolled they will attend the entire school year, unless a prior exception has been made. **Families who withdraw after July 1st are responsible for the balance of the annual tuition.**

Tuition Payments

Each year the school committee determines the amount of tuition to be charged based on the proposed budget for the next fiscal year.

Responsible parties are obligated to pay the fees and tuition for the full academic year and will be responsible for payment of any remaining balance upon withdrawal or expulsion. **No portion of the fees and tuition will be refunded**.

Tuition Payment Plan Options

All families must be enrolled in FACTS Tuition program.

1. Tuition can be paid in a **single annual payment** due on or before **July 1st.** Parents that choose this method of payment will benefit from a **2% discount**.
2. Tuition can be paid semi-annually, one-half of the tuition paid **on or before July 1st and one-half paid on or before January 1st**. There will be no discount given for this method of payment.
3. Tuition can be paid in **eleven equal monthly payments due the 1st of the month beginning July 1st and ending May 1st**.

- Parents may send their payment by mail or drop it off in the front office of either campus. Payments can be made with a check, money order or cash. The school does not directly accept credit card payments.
- Parents may pay online through FACTS Tuition. This payment may be mailed in or made online using debit or credit cards.

✓ **Please check your option:** ☐ Annual Payment ☐ Semi-annual Payment ☐ Eleven Monthly Payments

Late Charges

Tuition payments are due on the 1st of each month. **Any monthly payment that is not received by noon on the 10th of each month will be assessed a $50.00 late fee**. If tuition cannot be made on time, it is expected that the parents will notify the school administrator to give good reason and to work out a written plan for repayment. Payments that become 60 days overdue will lead to the withholding of report cards and blocking of access to INOW student records and transcripts. Students whose accounts become 90 days overdue will not be permitted to attend class until payment arrangements have been made.

Insurance

It is the policy of Cottage Hill Christian Academy that all enrolled students show proof of insurance. A copy of student/parent's health insurance card should be on file with CHCA.

Parent Agreement

We have read the information in the Parental Financial Contract and understand our responsibility to pay the full academic year's tuition. We understand that the application and enrollment fees are nonrefundable. We understand that neither Cottage Hill Christian Academy nor Cottage Hill Baptist Church will make medical payments for injuries caused by an accident to our child.

_____ _____

Father/Guardian Signature **Date** **Mother/Guardian Signature** **Date**

Student(s) _____ **2019-20 Grade(s)** _____

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