



# Immanuel Christian Academy

## STANDING OUT IN FAITH

*for Christ, the community, and one another*

### ENROLLMENT POLICY & CONTRACT 2024-2025

#### **Enrollment and re-enrollment is conditional upon the following terms:**

1. Successful completion of the previous academic year and no adverse recommendation from the principal.
2. Enrollment Fee has been paid.
3. Student Service Fees have been paid in full before the 1<sup>st</sup> day of school.  
\$550 per student Kindergarten – 8<sup>th</sup> Grade / \$450 for PreK students.
4. All fees from previous year have been paid in full including, but not limited to Extended Care, Athletics, etc.
5. Tuition payments must be received by the school on or before the due date.

#### **Tuition & Fees Payment Options - please check one**

- OPTION 1** – Payment in Full by August 20<sup>th</sup>, 2023. A **\$400 discount** will be applied to your payment.
- OPTION 2** – Bi-annual payments: Paid through Smart Tuition. First payment due in August and second payment due in January. Payment date of 1<sup>st</sup>, or 20<sup>th</sup> selected through Blackbaud. **\$100 discount** will be applied to each payment received on time and in full.
- OPTION 3** – Monthly pay: Payments arranged through Blackbaud. Choose either the 1<sup>st</sup> or 20<sup>th</sup> of each month. 10-month payment plan - First payment due in August, last payment in May.

If a student begins school after the first day of classes, the first month's tuition will be prorated. First month's tuition and fees are due before the student can begin.

Blackbaud charges an administrative fee of \$43.00 per family. It will be added to your first month's tuition bill and must be paid regardless of payment option.

The fee for returned checks and electronic payments not honored by the payer's bank for any reason other than bank error is \$30.00. If payment is not honored by payers bank twice, all remaining tuition payments must be made in cash on time and in full.

Student will not be allowed to attend school until the Student Service Fees are paid. If first month tuition is not paid prior to August 20<sup>th</sup> through Blackbaud, student(s) will not be enrolled.

\_\_\_\_\_ (initial here)

Tuition and fees must be current in order for students to participate in any extra-curricular activities, athletics, field trips and school social functions. School transcripts will be withheld and graduation diplomas will not be released until tuition and fees are paid in full.

**What happens if I cannot make a payment and I have not contacted the office for a payment plan?**

Failure to notify and set up an alternative payment plan will result in the following process:

1 - 3 days - \$40 late fee applied by Smart Tuition

5 days - Email / Telephone notification

15 days - \$40 late fee applied by Immanuel

20 days - Formal letter requesting payment

30 days - Late Fee (\$40). Child will be withheld from school until the balance is paid in full.

60 days - Child will be withdrawn from school. Account will be referred to a collection agency. Parent is responsible for all fees related to the collection process.

Parent is responsible for all fees related to returned payments.

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**REFUNDS**

If family withdraws student prior to first day of school tuition will be refunded. Student Service Fees will be prorated. Enrollment/Application fee is non-refundable.

If family withdraws student after school begins, paid tuition will be prorated and refunded based on number of days school was in session when written request to withdraw was received, less any fees owed to extra-curricular functions.

**ACKNOWLEDGMENTS**

The student and family agree to comply with school rules and policies as written in the Family Handbook which is amended each year.

This contract is a promissory note for parents/guardians acknowledging tuition and fees, agreeing to pay the amount billed by Immanuel Christian Academy through Blackbaud.

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*(Parent / Guardian Signature)*

*(Date)*

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*(Print Name)*

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_