



CHRISTIAN ACADEMY

Re-enrollment Guide

Transitional Kindergarten – Grade 12

2018-2019 School Year

Student re-enrollment is a required 2-step process:

1. Update student information in the Sycamore Re-enrollment Portal here:

<https://app.sycamoreschool.com/enroll.php?schoolid=1437>.

Need assistance with Sycamore? Contact Aimee Riggs, Sycamore Administrator x235.

2. Pay the re-enrollment fee online at <https://bngn.smarttuition.com/?id=lirduk2i4jv#/home/>.

Student re-enrollment is January 12, 2018 - February 16, 2018:

- Discounted \$300/student re-enrollment fee ends February 16, 2018.
- Beginning February 17, 2018, re-enrollment fee is \$500/student.
- A current student’s seat is not reserved for the 2018-19 school year. **Re-enrollment fee must be paid in full at the time of re-enrollment to secure a seat for the 2018-19 school year.**
- All financial accounts must be current to be eligible for re-enrollment. **Students are not permitted to secure a seat if tuition/financial obligations are outstanding.**
- No discounts, for any students, on re-enrollment. Re-enrollment fees are non-refundable.

TK-Grade 12	2018-19 Tuition	2017-18 Tuition	Annual Increase
Transitional Kindergarten	\$6,590	\$6,590	\$0
Kindergarten –Grade 5	\$7,775	\$7,620	\$155
Grades 6-8	\$8,400	\$8,240	\$160
Grades 9-12	\$9,300	\$9,120	\$180

Once a student is re-enrolled, parents must choose 1 of 2 options:

1. Pay 2018-19 tuition in full by **February 28, 2018** and receive a **5% tuition discount** or by **May 31, 2018** and receive a **3% discount**.
2. Pay tuition in twelve (12) monthly payments beginning **June 1, 2018 - May 31, 2019** using SMART Tuition drafts.

After re-enrollment, withdrawing prior to August 1, 2018 results in a \$500/student withdrawal fee. Withdrawing on or after August 1, 2018 the following apply:

- Withdrawal during 1st marking period -- \$500 withdrawal fee and ¼ of tuition is due
- Withdrawal during 2nd marking period -- \$500 withdrawal fee and ½ of tuition is due
- Withdrawal during 3rd marking period -- \$500 withdrawal fee and ¾ of tuition is due
- Withdrawal during 4th marking period -- \$500 withdrawal fee and full tuition is due

Other Tuition Discounts:

Multiple Child Discount: more than one child enrolled Transitional Kindergarten-Grade 12:

- 2nd child - \$300 off tuition
- 3rd child - \$500 off tuition
- 4th child -child or more: contact UFCA Business Office

Clergy Discount: full-time, officially licensed, practicing clergy (documentation required):

- 10% tuition discount

Fire, Police, EMT or Active Military Discount: full-time (documentation required):

- 10% discount on tuition

2018-19 School Year Additional Fees:

Comprehensive Fee (\$300 per student) supplements the following all-school programs:

- | | | |
|-------------------|--------------|-----------------------------|
| ● Fine Arts | ● Technology | ● Parent Teacher Fellowship |
| ● Security/Safety | ● Athletics | |

Comprehensive fees are added to SMART tuition draft amounts in two equal installments: **August 2018** (\$150/student) and **September 2018** (\$150/student).

Program Specific Fees (if applicable):

International Student Program: \$2,500/student for returning International Students.

Learning Resources Program: \$1,000+/student

- For students with diagnosed mild to moderate learning disabilities. This program provides a coordinator to facilitate and manage student accommodations with teachers, students, and parents.
- For students currently in the Learning Resources program, contracts are revised and communicated during April 2018. Parent authorization is required by April 30, 2018 to confirm student placement in the Learning Resources Program for the 2018-19 school year.

Sports Participation (Grades 5-12): \$100/student per sport, max \$200/student per school year.

Upper School Fall Retreat (Grades 6-12): \$150 estimate; must be paid prior to retreat, typically early September.

8th Grade Class Trip (spring): \$750 estimate; details and payment plan options available Fall of 2018.

Junior Class Trip (spring): \$450 estimate; details and payment plan options available Fall of 2018.

Senior Mission Trip (spring): \$2,000 estimate; details and payment plan options available Fall of 2018.

School Supplies

Students, at each grade level, are required to purchase their own school supplies. Tuition includes the majority of required workbooks, textbooks and digital devices. There may be additional costs in certain classes for supplemental materials, supplies or projects. A list of specific school supplies is available at ufca.org, Resources, Parent Portal.

Before and After School Care

For a nominal fee, the Academy offers supervised care before school (7:00 a.m. – 7:40 a.m.) and after school (3:00 p.m. – 6:00 p.m.) for TK – Grade 12 students. The Falcon's Nest serves students TK – Grade 5 as an after school enrichment program with dedicated homework time and indoor/outdoor play and socialization. Grades 6-12 have supervised study hall followed by on-campus activities. Program fees vary depending on the grade and plan selected (drop-in or unlimited). Availability is limited and any student expecting before or after school care for the 2018-19 school year must complete an application and pay a registration fee. Detailed information and applications for all programs are available at ufca.org under Resources, Falcon's Nest.

Tuition Payment Plan

UFCA uses SMART Tuition for processing and tuition collection. **The Business Office does not accept monthly payments direct from families.** Academy families, who choose to pay their student's tuition on a monthly payment plan, use SMART Tuition to have balances paid over a 12-month period beginning **June 2018 and ending May 2019.** Smart Tuition offers families a number of payment options. **Re-enrolled students, currently using SMART tuition, will automatically have their accounts rolled over for the 2018-19 school year by the Business Office.**

Tuition Delinquency Policy

All accounts must remain current for continued active enrollment at United Faith Christian Academy. If an account should become delinquent, the following actions will be taken:

1. 30 days delinquent: Contact will be made by the business office (in the form of an email with the past due invoice attached). The Head of School and UFCA Board will be included in the email. Sycamore account is locked.
2. 60 days delinquent: An email will be sent from the business office that the account is delinquent and a payment plan must be set up with the Business Office within the next 5 days. The Head of School and UFCA Board will be included in the email. If the balance is not brought

current or a satisfactory agreement is not reached with Head of School and UFCA Board approval, the student(s) may be subject to dismissal at 10 business days.

3. 90 days delinquent: Contact by Head of School and/or UFCA Board Member - Student(s) is subject to dismissal from the Academy. At time of dismissal, any unpaid balances will be turned over to an attorney for collection.
4. All delinquent accounts as of May 1st will be contacted by Head of School and/or UFCA Board Member and informed that reports cards, transcripts, and diplomas will not be released until all balances are paid in full. Families who have a graduating senior will receive a call from the Head of School or a UFCA Board Member at least 10 days prior to graduation if the balance has not been paid. **Diplomas will be held and Seniors may not be permitted to participate in the graduation ceremony.**
5. All delinquent accounts will lose re-enrollment privileges for the next school year. Re-enrollment privileges may be reinstated 30 days after account made current and is subject to a financial counseling session with the UFCA business office.
6. All delinquent accounts after the close of the calendar school year will be turned over to an attorney for collection. Sycamore account access, report cards and transcripts are unavailable with delinquent accounts.

Tuition Assistance

UFCA partners with SMART AID to analyze and assist the school in making qualified tuition assistance awards to deserving Academy families. SMART AID provides a “financial needs” assessment of parents who apply for financial aid and third party objectivity.

Tuition Assistance is available on a limited basis. Online applications must be submitted to SMART AID for consideration of assistance. **Awards are made per school year and do not carry over to subsequent years.** To be eligible for assistance, parents must meet certain income requirements and must reapply annually. **Requests for assistance are due April 15, 2018 and reviewed by the UFCA Finance Committee in May 2018. Awards are granted solely on a financial needs basis without regard to race, religious beliefs, academic or athletic ability. Tuition assistance is not available for International Students.** Please contact Amy Woods, Business Manager, at x231 with questions.