

# GRACE CHRISTIAN ACADEMY

## PARENT/SCHOOL FINANCIAL AGREEMENT

SCHOOL YEAR: \_\_\_\_\_

I/We, agree to pay the Tuition and Book & Resource Fees that were determined by Grace Christian Academy. I/We accept responsibility to fulfill this financial obligation.

| Students Covered by the Agreement: |       | Payment Options:  |
|------------------------------------|-------|---|
| Name                               | Grade |   |
|                                    |       | <input type="checkbox"/> Full Payment (%5 discount on tuition)<br><input type="checkbox"/> 10 Monthly Payments (Starting August 1)<br><input type="checkbox"/> 12 Monthly Payments (Starting June 1 prior to the start of school in August) |
|                                    |       |   |
|                                    |       |   |
|                                    |       |   |
|                                    |       | Monthly Tuition & Book Fee Payment:<br>Tuition – \$<br>Book Fee – \$<br>TOTAL MONTHLY PAYMENT – \$  |

| Father's Contact Information: | Mother's Contact Information |
|-------------------------------|------------------------------|
| Name:                         | Name:                        |
| Cell Phone:                   | Cell Phone:                  |
| Email:                        | Email:                       |
| Address:                      | Address (if different):      |

**Person Financially Responsible:**

I have read and understand the financial policies (listed on the back of this document) of Grace Christian Academy. I understand that it is the policy of this school to withhold transcripts until student accounts are paid or until satisfactory financial arrangements are made.

\_\_\_\_\_  
 Father's Signature Date

\_\_\_\_\_  
 Mother's Signature Date

Office Use Only (do not write in this space)

## GRACE CHRISTIAN ACADEMY FINANCIAL POLICIES

The parent or guardian is responsible for all fees incurred by enrolling in GCA (enrollment fee, tuition, book and resource fees, and any other fees that may apply). These fees must be paid prior to the student beginning school.

- A student is not considered enrolled until all fees are paid and paperwork is turned in to the office.
- Enrollment fees are non-refundable for any reason.
- The full enrollment fee is due upon acceptance into Grace Christian Academy, regardless of what time in the school year the student enters Grace Christian Academy.
- Payments are due on the 1<sup>st</sup> of each month and a late fee of \$25 will be applied to any account that is not paid by the 10<sup>th</sup> of the month. Students who have unpaid Tuition and Book & Resource Fees on the 20<sup>th</sup> of the month will be withdrawn from the active roll, will not be allowed to attend the Academy, and will be required to reapply and pay a new enrollment fee of \$100.
- We will only receive payment from the person with whom we have entered into this financial agreement. If you are receiving assistance for your child's bill from a grandparent or former spouse they need to make payments to you and you can make your payment to the Academy.
- Tuition payments may be made in one of three ways:
  - Delivered to the Academy personnel
  - Mailed to the Academy office
  - Online at [gcapatriots.org](http://gcapatriots.org)
- All checks should be made payable to "Grace Christian Academy" unless otherwise specified.
- Returned checks will be charged a \$25 fee.
- Any family with one returned check may be placed on a "cash only" basis to ensure the student's continuation in Grace Christian Academy.
- Any lost or damaged books will be replaced by the student at the cost of the new book.
- For early withdrawal or expulsion, you will be responsible to pay tuition for the remainder of the month.
- For early withdrawal or expulsion, you will be responsible to pay the remainder of the \$300 book fee.
- If distance learning is necessary, tuition and book fees remain unchanged.
- Any account delinquent after 90 days will be turned over to a collection agency.
- The Academy reserves the right to change these guidelines as needed.
- Other fees may include but not limited to:
  - High School Graduation fee - \$75 (cap, gown, diploma, diploma cover)
  - K5 Graduation fee - \$25
  - Team Sports Athletic fee - \$50 per sport
  - Stanford Achievement Testing - \$30 per student (1<sup>st</sup> – 12<sup>th</sup> grade)