



Seventh Generation Christian Academy

TUITION POLICY

1. Payment must be made on the first day of attendance or prior to its agreed due date. A late fee of \$35.00 will be added to any account that payment has not been processed by Monday. If payment is not made by the first day of attendance of the following week enrollment will be terminated until the account is paid in full. I will immediately notify the school director of any circumstances that will affect the timely payment of or amount due for my tuition. The child's records will not be forwarded to a new school until all outstanding tuition and fees have been paid. Re-enrollment will require the full registration fee. **The school reserves the right to decline school enrollment to families whose accounts are not current.**
2. The school reserves the right to assess a \$35.00 fee payable to the school for all checks returned by the bank for insufficient funds and a \$35.00 service fee for tuition returned through ACH System as insufficient funds, account frozen, invalid account, or any other occurrence that results in nonpayment of tuition. I understand if two (2) of my checks are returned for insufficient funds, I will have to make all future payments with either cash or money orders.
3. A written two-week notice is required prior to terminating a child's enrollment at SGCA. Payment will be processed for the two weeks after notice is given. Failure to give this notice will result in the continuation of tuition payments. Parents are responsible for payment in full.
4. No refunds or tuition adjustments will be made for absences, school closings, holidays, illness, or vacations.

VPK WRAP:

1. If your child is enrolled in our VPK Wrap Around Service, tuition will be charged every week until your child is withdrawn. When enrolled in wrap around, full tuition is due regardless of the child's attendance on Non VPK-days or weeks. I understand that on Non VPK days/weeks my tuition amount will increase to the normal Pre-K- 4 tuition rate.
2. If changing from VPK Only to VPK Wrap the registration fee of \$150 is due prior to starting VPK Wrap.
3. If changing from VPK Wrap to VPK Only a status change fee of \$50.00 will be applied.
4. VPK hours are from 9:00 a.m.-12:00 p.m. An early drop off fee of \$25.00 will be charged if your child is dropped off before 8:50 a.m.

LATE POLICY:

Seventh Generation Christian Academy closes at 6:00 pm. Please arrive a few minutes prior to 6:00 pm in order for the teachers to close the building at 6:00 pm.

Late fees are charged as follows:

6:00-6:05 \$15.00

6:06-6:10 \$17.50

6:11-6:15 \$20.00

An additional **\$5.00** will be charged for each additional 5-minute interval. If a parent fails to pick up a child after closing time the staff will attempt to contact the parents and all emergency numbers. If unable to contact anyone within one hour the police will be notified to pick up the child.

CHANGE OF STATUS:

To change your enrollment status, you must submit a written request two weeks prior to the change along with a \$50.00 change of status fee. You are responsible for tuition according to the old contract until the change goes into effect.

HOLIDAYS / IN-SERVICE DAYS:

Tuition is continuous throughout the year. No credit or reduced rate will be given for holidays, professional in-service days, student absences, leaving early, vacation days, or illnesses. Holidays, closings, and professional in-service days for the school year are noted on the school calendar. No credit/refund will be owed if the school must close because of emergency or inclement weather. Payments are due in full for all closings, holidays, professional in-service days, student absences, leaving early, or illnesses.

STUDENT ILLNESS / EMERGENCY:

We strive to maintain a healthy, safe environment for our children. In that light, you may not bring to the school a child who is ill (*determined in our discretion*). We will notify you if your child becomes ill, and you must then pick him/her up as soon as possible. You authorize SGCA to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician, if, in our judgment, there is insufficient time first to contact your child's physician. You authorize us to make the decision of when an emergency exists.

TUITION INCREASE:

Tuition schedule is reviewed annually. Parents will receive a tuition increase notification one month prior to changes taking effect.

RENEWAL:

Registration at the school is on a school year basis. Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement with the school for that school year and pay all applicable fees.

SIBLING DISCOUNT:

Available to the families that are enrolling more than one child. A 5% discount will apply towards the eldest sibling's tuition.

SUBSIDIZED CHILDCARE:

Children under a subsidy program may be accepted. The addition of subsidy amount and parents agreed tuition must always be equal to the official effective tuition price list for the corresponding age group. Should unauthorized absences occur, parents will be fully responsible for the tuition during the time of absence from SGCA.

NON- SCHEDULED DAYS:

Attendance on non-scheduled days will incur an additional charge of \$55 per day.

EARLY CARE RATE:

Early care hours are offered from 6:30 a.m. to 8:00 a.m. Parents in need of early care must sign up in advance. Participants in early care will be charge \$20/ week in addition to the tuition amount that that is due.

Families can qualify for a tuition credit by referring prospective families to SGCA. If a prospective family enrolls, the enrolled family will receive a full credit or a partial credit based on the status of enrollment of the prospective family (ex: prospective family enrolls in a full-time program; enrolled family receives one week of free tuition. Prospective family enrolls in a part time program: enrolled family receives partial credit).

All policies/information are subject to change with proper notification.