



Jefferson Christian Academy

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FINANCIAL POLICY

Please read this policy carefully as financial and other penalties apply for noncompliance.

1. Your Monthly Statement of Account will be mailed to you at the address of record or hand delivered at school each month.
2. Full payment of your tuition account is due by the 5th day of each month in advance (for example, October tuition is due on the 5th of October). 10 monthly payments per year except for student accounts that qualify for financial aid (Worthy Student accounts). Worthy Student payments are based on 12 monthly payments.
3. Accounts are LATE ON THE 15th OF THE Month. A \$15.00 penalty will be assessed for payments received as of the 15th of the month and 5% of the unpaid balance penalty will be added for payments received after the 1st of the following month.
4. Should your account become 30 days past due without communication, you will receive a letter (Business Manager will provide written notification) requesting payment in full and/or communication with the JCA Finance Committee to make satisfactory payment arrangements*.
5. Should your account become 60 days past due without communication to make satisfactory payment arrangements*, your student will be suspended from attending class and may be sent home until your account is paid in full, including all applicable late fees. The School Board Chairman and/or the Business Manager will communicate this action to the family/guardian.
6. Should your account become 75 days past due without communication to make satisfactory payment arrangements*, your student's name will be dropped from the Student Roster of the Jefferson Christian Academy for non-payment of your account. At this point, your student is no longer considered a student of the Jefferson Christian Academy and is not eligible to attend classes.
7. If your student's name is dropped from the Student Roster of the Jefferson Christian Academy for non-payment of account, full payment of the delinquent account and re-registration procedures will apply in order to return his/her name to the Student Roster and be eligible to attend classes.
8. If your account is past due, your student's transcript and diploma will be withheld until the account is brought current.
9. *It may be necessary for families to complete a Worthy Student application form in order to make satisfactory payment arrangements.

Financial aid may be available for those students who qualify. Students who are granted financial aid must maintain a minimum of a C+ average, have conduct in harmony with the guidelines set forth in the JCA Handbook and lastly, remain current with the monthly tuition account. In the event any of these criteria are not met, the aid will be discontinued the month following the event. In order for the financial aid to be reinstated, the Parent/Guardian will need to make a formal request before the School Board and pay any delinquent amount, including late fees, at the time of the request.

CONTRACTUAL AGREEMENT

Parents who enroll their students at JCA have entered into a contractual agreement with the school and are expected to live up to their commitment. School records are the property of the school and will not be released until all obligations have been met.

DELINQUENT ACCOUNTS

UNPAID ACCOUNTS WILL BE CONSIDERED DELINQUENT ACCOUNTS AFTER THE 15TH OF EACH MONTH. AFTER 60 DAYS THE STUDENT MAY BE SENT HOME UNTIL SATISFACTORY ARRANGEMENTS ARE MADE TO BRING THE ACCOUNT TO CURRENT STATUS. ACCOUNTS CHARGE OF 5% OF THE UNPAID BALANCE MAY BE ADDED TO THE DELINQUENT LIST. STUDENTS MAY NOT BE ALLOWED TO PARTICIPATE IN CLASS SOCIAL ACTIVITIES UNLESS THEIR BILL IS PAID AND UP TO DATE. RETURNED CHECKS WILL BE ASSESSED A FEE OF \$25.00.

DISCOUNTS

There is a 5% discount on tuition, when the entire semester is paid in advance (cash or check). When two or more students from one family are enrolled, a 5% discount will be applied to the second student's tuition. A third student will receive a 10% discount on tuition. Returning students receive 5% tuition discounts.

NOTE: DISCOUNTS ARE FOR TUITION ONLY AND DO NOT APPLY TO ADDITIONAL FEES SUCH AS REGISTRATION FEES, DORM FEES, ETC.

REFUNDS

A refund of 50% will be given on entrance fees paid, if a student withdraws from school within 14 days of registration. All entrance fees become nonrefundable after 14 days.

Students withdrawing after the refund period will have the flat monthly fee prorated. Any additional charge or refund will be reflected on their school bill.