



**BAY RIDGE**  
CHRISTIAN ACADEMY

**Financial Agreement**

## Financial Agreement

Bay Ridge Christian Academy operates on a very controlled budget. An integral part of maintaining that budget is the timely receipt of all registration, tuition, school fees and after school care. In order to accomplish this BRCA/School Board has adopted the following tuition payment policy. This policy will be **strictly adhered to** and enforced by the Administration.

Every student entering the Academy is required to sign a Tuition Contract, which must be signed by both parents (if living together), and returned to the Academy. The contract must be signed by the party responsible for paying tuition.

Tuition can be paid directly through Headmaster, and it will immediately be applied to your account. Once your child is registered for the school year, you will receive online access which will include your username and password. Tuition is due on the first of every month, beginning August 1st and ending on May 1st. For example:

September Tuition is due on August 1st

October Tuition is due on September 1st

November Tuition is due on October 1st

If payment is not received by the **10th of the month**, a **\$10.00 late fee** will be added to your account. No refund will be given if a child is sick or on vacation. The contract must be honored for (10) months.

Parents paying for a **full year's tuition will receive a 3% discount** from the total year's amount. This **ONLY** applies to students paying "**Regular**" tuition.

If a student is expelled or withdraws voluntarily during the school year, book fees, school fees, and registration fee are non-refundable. Tuition payment will be charged for the full month during which the student was in class. Any payment made toward upcoming months will be refunded.

**Students may be dismissed from the Academy because of non-payment of tuition. Failure to meet the contract will result in the following actions:**

- a) **Report card and your child's permanent records will be withheld.**
- b) **Diploma will also be withheld.**
- c) **Children cannot be re-registered for the new Academic year until all balances are cleared. This includes tuition, school fees and after school, etc.**

As a reminder, we encourage parents to make their payments online via our website, which can be accessed at **[whcacademy.org](http://whcacademy.org)**.

## Refunds Policy

- Tuition Fees are not refundable.
- The school's budget is determined based on enrollment numbers at the start of the academic year and financial commitments are made to operational expenses, faculty and staff. Therefore, requests for prorated tuition charges or refunds as a result of illness, unexpected departures or extended holidays cannot be granted. Any person having to withdraw a student must be responsible to pay the remaining **TUITION** balance for the rest of the school year.
- In the event that a student is required to leave for disciplinary reasons, Tuition fees are forfeited.

## Early Withdrawal

A family who withdraws a student from the school after the start of school is responsible for paying tuition for each month, including any portion of a month the student was in attendance. Any student who attends for at least 5 days of any month will be charged for the entire month.

## Mid-Year Entry

When a student enters the school during the year, tuition will be charged for each month the student is registered (regardless of the number of days in attendance the first month) on the basis of one-tenth (1/10th) of the annual tuition.

## Returning Families

Returning families registering for the upcoming year must have their accounts current to be eligible to re-register. **Registration will not be accepted if there is an unpaid balance on an account.**

## Returned Checks

If a check is returned insufficient funds you will be required to pay the amount in **cash**, as well as the **\$25.00 return check fee**. This is the amount our account is charged by the bank. In the event your check is returned on two (2) occasions you will no longer be allowed to pay by check. **All future payments will have to be made by cash.** When a check is returned parents must call the office immediately and make arrangements for payment within 3 days.

## Family Tuition Discount

Families with two or more children will be entitled to a sibling discount.

## Fundraising Activities

There are several fundraising activities throughout the school year. Every family is responsible to participate in at least one fundraiser, such as the candy bar sale and/or the annual bowlathon.

## BRCA School Fees (Academic Year)

- **Non-Refundable Registration Fee per student (Yearly)** \$100.00
- **Application fee (New Applicants only) - Non Refundable - An application must be submitted for siblings of current students, however the application fee will be waived.** \$ 50.00
- **Assessment & SAT Fees (For grades 2nd thru 8th grades only per student)** \$ 55.00
- **Fund Raising Dues (per family)** \$100.00
- **Teacher's Appreciation Dues (per family)** \$ 30.00
- **Parent/Teacher Fellowship Dues (per family)** \$ 30.00
- **Annual Street Fair Function (per family)** \$ 50.00
- **Art Supplies: (for special holidays and craft day) Per student** \$ 30.00

### **ADDITIONAL GRADE SPECIFIC FEES (Yearly)**

- **Kindergarten Graduation Dues** \$ 45.00
- **Kindergarten Yearbook** \$ 25.00
- **Senior Graduation Dues** \$185.00

\* Senior Graduation Dues may be paid in installments beginning in the month of October. Letters will be sent to parents in the month of September giving further information regarding the installments.

## Monthly Tuition

Head Start: K2/K3	<b>\$450.00</b> per month
Pre-Kindergarten thru Grades 2nd:	<b>\$375.00</b> per month
Grades 3rd thru 5th	<b>\$400.00</b> per month
Grades 6th thru 8th	<b>\$425.00</b> per month
Family (3)	<b>\$925.00</b> per month
Sibling (2)	<b>\$700.00</b> per month

## Afterschool Program

Our Afterschool Program operates from the hours of 2:30 pm to 6:00 pm. The registration fee is **\$10.00** at a rate of **\$5.00** per hour. If an account is past due, the student will be suspended from our afterschool program until your account is brought current. All afterschool fees are non-refundable.

**Please be informed that in addition to the Afterschool Registration fee, a deposit of \$100.00 will be required per student. This amount will be applied towards your final bill.**

**School hours are from 7:30 am - 2:15 pm.**

**NOTE:** Prices for books are sent out during the month of June. **We encourage parents to make all payments online via our website. Payments can be made online through direct debit of a checking account and/or credit card.**

# Family Affirmation of Financial Agreement

1. I understand that tuition, registration, and all book fees must be current for a student to attend the first day of class. \_\_\_\_\_Parent's Initial.
2. I understand that if I withdraw my student on or before August 1st, there will be no refund on the registration, book and school fees.
3. I understand that if I am asked to withdraw or choose to withdraw from BRCA, the application, registration and book fees are non-refundable in whole or in part. \_\_\_\_\_Parent's Initial.
4. I understand that if I choose to withdraw from BRCA, the full tuition to the end of the month is required. \_\_\_\_\_Parent's Initial
5. I understand that if I share joint payment with another person and the other party refuses to pay the agreed upon amount, I will assume full responsibility. \_\_\_\_\_Parent's Initial.
6. I understand that no deduction is made to tuition due to absences, holidays, hurricane days, etc. \_\_\_\_\_Parent's Initial.
7. I understand I will be responsible to pay for any property damage caused by my student. \_\_\_\_\_ Parent's Initial.
8. I understand that if I am not current with my account, my students report card will not be released. \_\_\_\_\_Parent's Initial.
9. I understand that no final report cards or permanent records will be released to families or to other schools if an account is past due. \_\_\_\_\_Parent's Initial.

I have read the financial policies. I understand that I must commit to fulfill these financial obligations in order for my student to attend BRCA. I agree to the charges and method of payment in this agreement. If I am late with my payments, I understand that I will be charged late fees as described in this Financial Agreement. I understand that failure to meet the terms of this financial agreement may result in the immediate dismissal of my student and that report cards, testing transcripts and diplomas will be withheld if required payments are not made. Furthermore, I understand that if I have a past due amount I will not be able to re-register, and my student will be placed on a waiting list.

<b>Signature of Responsible Party</b>	<b>Relationship to Student</b>	<b>Date</b>
<b>Signature of Responsible Party</b>	<b>Relationship to Student</b>	<b>Date</b>
<b>Signature of Financial Officer</b>	<b>BRCA Finance Officer</b>	<b>Date</b>

**REMINDER**

Please sign and return this last page to the school office as soon as possible.