

Little Flock Christian Academy

Tuition Policy and Financial Obligation

We understand that tuition and other fees are necessary in order for Little Flock Christian Academy to successfully fulfill its mission. We also understand that Little Flock Christian Academy has financial and contractual agreements with faculty, staff, vendors, etc. which are made well in advance of the school year. We therefore, commit ourselves to promptly meet our financial obligations in accordance with Biblical stewardship. We also understand and agree to comply with the following tuition policy:

- 1) All registration/book fees are non-refundable and non-transferable and must be paid in full before your student's placement is guaranteed.
- 2) Families withdrawing students after the first day of the first grading period (first semester), but before the beginning of the fourth grading period will be responsible for a half year's tuition.

Families withdrawing students after the first day of the fourth grading period (second semester) will be responsible for the full year's tuition.

- 3) No portion of the tuition shall be excused for a student who either is dismissed or withdraws for disciplinary reasons.
- 4) In our attempt to keep expenses at a minimum, each family will be required to volunteer at least 15 hours per school year with $\frac{1}{2}$ of the hours being completed by Fall-Break and the remainder by Spring Break. (i.e., chaperone a fieldtrip, grade papers, serve lunch, fall festival, etc.)

Volunteer opportunities are available daily and some evening volunteer times will be made available as well.

Families wishing to opt-out of the mandatory volunteer hours can do so by paying a one-time fee of \$100. This fee is less than the federal minimum wage of \$7.25/hour which is effective July 2009.

- 5) Tuition is charged on an annual basis. However, for the convenience of the parents, tuition may be paid in ten equal payments from August through May. Payment is due by the first of each month and past due notices will be sent if payment is not received by the tenth. If the tuition payment is received after the tenth of the month, the account is considered delinquent and a late fee will be applied as follows:

11 th -14 th	\$15 fee
15 th -21 st	\$20 fee
22 nd -31 st	\$25 fee

- 6) If a tuition payment is not received by the end of the month, the student will be suspended until full payment is made. All tuition accounts must be paid in full before a student may return to LFCA. Days missed will be counted as excused absences and students will be permitted to make up any class work or tests for full credit.
- 7) Any check returned to LFCA for any reason will result in a charge of \$20 to the student's account to cover fees and additional bookkeeping. After the second returned check, cash payments must be made for all future installments.
- 8) Accounts must be settled in full before any student records are forwarded to a requesting school or before final report cards are sent home.

I (we) have read and agree to abide by the terms of Little Flock Christian Academy's Tuition Policy and Financial Obligation. Please sign and return with registration forms.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Print

Student's Name