

**FINANCIAL POLICY
2019-2020**

1. Payment of the non-refundable registration fee will hold your child's place in the class until July 1st.
2. **Tuition must be received by July 1st**, or the school reserves the right to release your child's place to a child on our waiting list.
3. Tuition and fees may be paid in one of four ways:
 - A. **ONE PAYMENT:** Entire balance plus all fees **DUE BY JULY 1st**, a 2% discount may be taken on the tuition portion of the payment after applicable family discounts. If payment is after July 1st, discount will be reduced to 1%. After August 1st the discount is not applicable. If payment is more than 3 weeks late, a **\$35.00 late fee** will be charged.
 - B. **TWO PAYMENTS:** Half of the total tuition balance and fees are **DUE BY JULY 1st**. Balance of tuition and fees are **DUE BY FEBRUARY 1st**. A **\$35.00 late fee** will be charged for any payment received after the due date.
 - C. **FOUR PAYMENTS:** There is a \$20.00 service charge for Quarterly payments (\$5.00 per payment). Payments are **DUE BY JULY 1st, OCTOBER 1st, FEBRUARY 1st and APRIL 1st**. A **\$35.00 late fee** will be charged for any payment received after the due date.
 - D. **ELEVEN MONTHLY PAYMENTS:** There is a \$55.00 service charge for Monthly payments (\$5.00 per payment). Payments are due by the **1st OF EACH MONTH, JULY through MAY**. A **\$35.00 late fee** will be charged for any payment received after the due date.
4. **STUDENTS WILL NOT BE PERMITTED TO ATTEND CLASSES WHEN THEIR ACCOUNT IS FOUR (4) WEEKS PAST DUE.**
5. There will be a **\$35.00 service charge made for any check returned by the bank** to the school, for any reason. The **applicable late fee will also be charged** if the check is not replaced by the tuition due date. After two (2) returned checks in one school year, payments must be made in cash, money order or certified check.
6. All checks should be made payable to HOLMESBURG CHRISTIAN ACADEMY or HCA. Checks may be taken to the Financial Office or mailed to the school, "Attention Financial Secretary."
7. Cash payments will be accepted by the Main Office or Business Office only.
 - A. The school **WILL NOT** be responsible for any cash tuition payment unless you show a receipt from the school office.
 - B. You must have the **EXACT AMOUNT DUE. THE OFFICE WILL NOT GIVE CHANGE**, over payments will be applied to the next payment.
8. Credit Card or Debit Card payments will be accepted in the school office or by telephone. A 2% convenience fee will be applied to all credit card and debit card payments.

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9. It is your responsibility to talk with the Financial Secretary, **BEFORE** the due date of a payment if you have a financial problem. You may call the Financial Secretary at 215-335-4324.
10. Report cards and/or records for transferring students will not be released until **all** financial responsibilities have been satisfied. This includes any tuition balances, late charges, return check fees accumulated or payment due for lost, damaged books and/or other school property.
11. Students will not be invited to return to school if the School Board deems financial problems and tuition payment lateness's are chronic and in excess.
12. Delinquent accounts will be turned over to a collection agency unless satisfactory arrangements are made for payment in full within 30 days. When accounts are turned over to a collection agency you will be responsible to pay any interest or collection agency fees that accrue on delinquent tuition payments.

REFUND POLICIES

1. **Application/Evaluation, registration, and all other activity fees are non-refundable.**
2. **After July 1st, 15% of the total tuition balance is non-refundable in addition to the fees listed above.**
3. Refunds will be made according to the following payment schedule due to the School. If the School has been paid more than the amount due, **refunds will be paid within 45 days.** Please note that you are responsible for the balance due regardless of the payment plan chosen. All computations are on the total balance due for the year including activity fees.
4. H.C.A. discounts and credits will be prorated if student withdraws early.

WITHDRAWAL OR DISMISSAL DURING FIRST SEMESTER:

- A. After 1st week of classes - 20% of entire yearly balance is due
- B. After 2nd week of classes - 30% of entire yearly balance is due
- C. After 3rd week of classes - 40% of entire yearly balance is due
- D. After 4th week of classes - 50% of entire yearly balance is due

WITHDRAWAL OR DISMISSAL AFTER START OF SECOND SEMESTER:

- A. After 1st week of classes - 70% of entire yearly balance is due
 - B. After 2nd week of classes - 80% of entire yearly balance is due
 - C. After 3rd week of classes - 90% of entire yearly balance is due
 - D. After 4th week of classes - TOTAL balance due to School
4. A withdrawal becomes effective the day the FINANCIAL SECRETARY receives written notice from the parent.
 5. Academic records for any student who has withdrawn from the school will not be released until all financial responsibilities have been satisfied. This includes any balance due the school in the implementation of this refund policy.

TUITION DISCOUNT POLICIES

- HOLMESBURG BAPTIST CHURCH MEMBERSHIP:** Parent(s) must support and attend regularly Holmesburg Baptist Church and Sunday school for one full year. Members must show a letter from the Church Pastor confirming active Church participation. Members on H.B.C.’s inactive list are not eligible for this deduction.

*Preschool	3 days/week	\$25.00
	4 days/week	\$30.00
	5 days/week	\$35.00
Grades K thru 8		25% per child

***Discounts apply to full day, school day and half day students and are applied to your payment, weekly or monthly depending on your contract.**

- FAMILY DISCOUNT:** Applicable toward Elementary and Middle School tuition only, when 2 or more children from the same family unit are attending H.C.A. Preschool tuition is not discounted but does count toward the number of students enrolled at H.C.A.

2 Children	3 Children	4 Children
15%	20%	20% family discount for the first three children and 75% discount for oldest child

- Full Time Pastor of other churches and full time workers in a non-profit, Christian ministry will receive a discount of 25% for children enrolled in Kindergarten through 8th grade.**

This discount is granted by Board approval only. If you are eligible, please submit a written request to the Administrator for Board approval.

These discounts may NOT be combined or added to other discounts and represent the maximum total amount that may be taken by any one family, except for scholarships and Race for Education credit, and Parent Involvement Credit.

GENERAL NOTE: Discounts are applicable only on tuition. Fees and other charges are not tuition and are not eligible for a discount. Fees are also non-refundable in the event of early withdrawal from school.

TUITION SCHEDULE
For Kindergarten – 8th Grade

APPLICATION FEE (Must accompany applications or application will not be processed)

- New Students K – 8 \$40.00/student (non-refundable)
Home School Connection.....\$25.00/student (non-refundable)

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EVALUATION FEES \$60.00/student (non-refundable)

- 1. All new students must be evaluated prior to acceptance in grades K-8. **Evaluation fee is due when admission forms are submitted.**

REGISTRATION FEES (non refundable)

- 1. Returning Students
 - A. Through February 14, 2019\$ 105.00
Family Charge for 3 or more\$ 300.00
 - B. February 15 through April 30\$ 160.00/student

Family rates are not applicable and there is no guarantee that there will be space in the class for any student registering after February 14, 2019.
 - C. As of May 1\$ 175.00/student (No Family Cap)
- 2. New students to the school
 - A. Due upon acceptance to the school ..\$ 150.00/student

TOTAL TUITION BY GRADES

Grades K – 4th	\$5,735.00
Grade 5	\$5,905.00
	Tuition	\$5735.00
	Outdoor Education Fee	170.00
Grades 6th – 8th	\$6765.00
	Tuition	\$6410.00
	MS Fees	355.00
	(Includes retreat)	

THE LEARNING CENTER

ACADEMIC	\$2,500.00 Per Subject/Per Year
ENRICHMENT	\$ 500.00 Per Year

HOME SCHOOL CONNECTIONVaries depending upon Participation

CAPITAL FUNDS

At registration, all families will be asked to make a minimum pledge of \$75 to support Capital improvements. These pledges will be collected with the tuition payments. This pledge is optional and is a **TAX DEDUCTIBLE** contribution. Donations given to Capital Funds are used to keep our buildings and classrooms in repair, expenses that tuition does not cover.

SERVICE CHARGE ON PAYMENT PLANS:

- QUARTERLY PAYMENTS \$ 20.00/yr.
- TEN OR ELEVEN MONTHLY PAYMENTS \$ 55.00/yr.

Please note that Late Charges and/or Returned check charges will be added to your account when applicable.

SEND ALL PAYMENTS TO: HOLMESBURG CHRISTIAN ACADEMY

Attn: Finance Office
7927 Frankford Ave.
Philadelphia, PA 19136-3124