



HEBRON CHRISTIAN ACADEMY

**2012-2013
Financial Policy**

Payment Plan Options

	Kindergarten	Grades 1-5	Grades 6-8	Grades 9-12
Enrollment Deposit	\$445	\$445	\$550	\$550
One Pay	\$5891	\$6715	\$7357	\$7580
Two Pay	\$3075	\$3484	\$3835	\$3948
Four Pay	\$1604	\$1806	\$1985	\$2043
Twelve Pay	\$556	\$625	\$684	\$705

Payment Due Dates:

One Pay – June 2012

Two Pay – June 2012 and December 2012

Four Pay – June 2012, September 2012, December 2012 and March 2013

Twelve Pay – June 2012 through May 2013

The non-refundable enrollment deposit is due when the Enrollment Contract is signed. The Contract and payment must be returned to the Business Office no later than **February 1, 2012** for *current* students and at the time of acceptance for *new* applicants.

- The non-refundable enrollment deposit holds a spot at Hebron Christian Academy.
- Enrollment is not complete until the non-refundable enrollment deposit has been received.
- The non-refundable enrollment deposit does not apply towards the tuition.
- A \$25.00 late fee per student will apply if the non-refundable enrollment deposit is not received by the due date.

All our payment plans will be handled by FACTS Tuition Management Program. Families can choose either the 5th or 20th as a payment date. Once that date is chosen, it will remain in place for the balance of the school year. Automatic payments can be made from a checking or savings account or from a variety of credit cards (American Express, Discover, or Mastercard). FACTS charges a small percent of your tuition amount as a Convenience Fee when you pay by credit card.

FACTS FEES

- *Enrollment Fee*-The non-refundable FACTS Enrollment Fee will be automatically processed within 14 days of the agreement being posted to the FACTS system. The amount of the fee is:
One and two payment plans-\$10.00
Four and twelve payment plans-\$41.00
- *Returned Payment Fee*-In the event a payment is returned, a FACTS Returned Payment Fee of \$30.00 will automatically be assessed to your account. A second draft will be attempted at the school's next scheduled draft date.
- *Peace of Mind (POM) Benefit*-FACTS offers this optional benefit for only \$12 per year per family. In the event of death of a responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.

Tuition is computed on an annual basis (June 1-May 1) and is prorated by month for a student enrolling after the school year has begun. Any portion of a month will be considered as a full month of enrollment.

New Student Application/Testing/Interview Fee \$150.00
 This fee is non-refundable and due with each application for admission.

Late Tuition Payment Fee \$ 25.00
 This fee will be charged *per student/per month* if the appropriate tuition payment is not received within 5 days of its due date.

Returned Check Fee (This fee will be charged for each returned check.) \$ 30.00
 If your check is not paid on presentation or is dishonored, you agree to pay the amount allowed by state law. We may electronically debit or draft your account for this charge. Also, if your check is returned for insufficient or uncollected funds, your check may be electronically re-presented for payment.

Billing Change Fee (This fee is charged when changing tuition payment plan.) \$30.00

Graduation Fees (This fee is due and payable by May 1, 2013.)
 Kindergarten \$ 25.00
 Senior \$ 125.00

Field trips K-12 will incur an extra cost. Designated class trips in grades 8, 10, and 12 will also be taken. The costs associated with these trips are dependent on the destination and will be determined at a later date.

Athletic Fees

Class I-\$375.00

Football-Varsity

Class II-\$300.00

Baseball-JV,V

Basketball-JV,V

Cheerleading-V

Cross Country-V

Football-MS

Golf-JV,V

Soccer-JV,V

Softball-V

Swimming-V

Tennis-V

Volleyball-9th,JV,V

Class III-\$250.00

Baseball-MS

Basketball-7th & 8th

Cheerleading-MS

Cross Country-MS

Soccer-MS

Softball-MS

Swimming-MS

Tennis-MS

Volleyball-7th & 8th

FINANCIAL AID POLICY

Need-Based AID

The following steps must be completed to be considered for need-based financial aid:

1. Complete an application and submit the necessary supporting documentation with your non-refundable \$25 processing fee.
2. Financial aid applications can be completed online with FACTS at www.factstuitionaid.com. Neither the Office of Admissions nor the Business Office will accept financial aid applications or tax returns.

Student assistance is granted on a first come, first served basis and will not be considered until recommendation has been received from FACTS. Applications submitted will only be considered if there are financial aid funds remaining.

1. Current students will be given priority consideration. To be considered for aid for the current school year, the enrollment deposit must be paid in full. The billing account of enrolled students must be current.
2. New students are ineligible to apply during their first year of attendance. However, they may apply for a Student Scholarship (GASSO). Please see below for instructions.
3. The analysis completed by FACTS Grant & Aid Assessment serves as a recommendation only. Hebron Christian Academy is solely responsible for determining the final aid award.

Student Scholarships

We are pleased to be a part of the Georgia Student Scholarship Organization, Inc. (GASSO). For information on how to apply, please contact Debbie Lee (Director of Advancement) at 770-963-9250 or dlee@hebronlions.org.

WITHDRAWAL POLICY

It is assumed you are enrolling your student for the entire year and budgets are set accordingly.

1. If you withdraw your child before the end of the school year, a 30-day advanced written notice is required. The reason for withdrawal and the last date the child will attend school must be given. A student withdrawal form must be signed and completed.
2. If after enrollment your son/daughter is voluntarily withdrawn (even if withdrawn before the first day of class), suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded. HCA reserves the right to collect tuition and fee balances associated with the remainder of the school year. Financial reimbursement will only be considered for tuition due to employment relocation or financial hardship.
3. Report cards and/or transcripts are released to parent, or other schools only when the student's account is paid in full. If final payment is made by check, transcripts will be released after 10 working days.

PAST DUE ACCOUNTS

All fees and tuition, as set by HCA, must be made on a timely basis. Should an account not be kept current, the following guidelines will apply:

1. A late tuition payment fee of \$25 will be charged per student/per month if the appropriate tuition payment is not received at HCA within 5 days of its due date.
2. HCA understands that once an account becomes 90 days delinquent, the family has made a voluntary decision to withdraw the student from classes.
3. The student will not be considered for re-enrollment until the account is brought current.
4. No student (Kindergarten thru Senior) will participate in graduation exercises until the respective account is brought current.
5. Report cards and transcripts will not be released to the parent until the account is brought current.
6. RenWeb access will be denied until the account is brought current.
7. Families that choose the One, Two, or Quarterly Pay plan must make payments by the respective due dates or the discount will be forfeited. Their plan will be converted immediately to the Twelve Pay plan.
8. Past due accounts will be turned over to a collection agency. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.