

*honoring God with excellence*

# Unity Christian School

## TUITION POLICY

We believe our tuition payments are an investment in your child's education and spiritual formation. Therefore, the school's Board of Directors accepts the responsibility of working closely with the Headmaster concerning policies on the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

### TUITION PAYMENT

The following will be effective immediately:

- I. Families who are members of supporting churches shall receive the benefit of a reduced rate of tuition determined annually by the Board of Directors.
- II. Families, who are not members of supporting churches, shall pay full tuition amounts equal to the total cost for educating each child in attendance. (Total per student cost x total number of children enrolled.)
- III. All families are expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:
  - A. **Full Payment.** Under this plan, the entire amount of tuition is paid on or before July 1<sup>st</sup>. A tuition reduction of 3% is applied to the tuition cost of a family's first or only child enrolled in the school. Tuition reductions shall be determined annually by the Board of Directors. Please make your payment directly to the school.
    1. **GOAL Scholarship Participation.** Families participating in the GOAL Scholarship Program (redirecting a portion of your Georgia Income Tax to provide a scholarship to eligible students) may pay tuition in full MINUS the amount of the GOAL contribution of \$2500 (for married couples filing jointly) or \$1000 (for individuals). Upon receiving the Georgia state income tax refund, the family will be responsible to remit the remaining balance of the tuition. The remaining balance will be due on April 1<sup>st</sup>. The 3% discount is available under this tuition payment option provided the GOAL contribution payment is received prior to July 1<sup>st</sup>.
  - B. **Monthly Payments.** Under this plan, families choosing not to pay in full may elect to pay monthly. Families may choose from one of the following monthly payment plans, which will be set up through FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will complete a FACTS agreement form to authorize the

automatic monthly payments on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. If you choose to do so, you may elect to divide your monthly payments into two (2) payments per month, which will be deducted on the 5<sup>th</sup> and the 20<sup>th</sup> of each month.

1. 12-month payment plan, which begins in June and ends in May.
  - a. Payment deducted on the 5<sup>th</sup> of every month.
  - b. Payment deducted on the 20<sup>th</sup> of every month.
  - c. Payment divided into two payments deducted on the 5<sup>th</sup> and 20<sup>th</sup> of every month.
  
2. 10-month payment plan, which begins in July and ends in April.
  - a. Payment deducted on the 5<sup>th</sup> of every month.
  - b. Payment deducted on the 20<sup>th</sup> of every month.
  - c. Payment divided into two payments deducted on the 5<sup>th</sup> and 20<sup>th</sup> of every month.

### **LATE REGISTRATIONS**

- A. Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
- B. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will attend according to a formula.

### **LATE PAYMENTS**

It shall be the responsibility of each school family to keep the Financial Director informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

- I. **Full Payment.** If payment is not received on or before July 1, the discounted rate of tuition will not apply. When full payment has not been made by July 1, the family will be contacted within five (5) days by the Financial Director concerning the missed payment and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.
  
- II. **Monthly Payments.** School families who choose the 12 or 10 month payment plan and miss a monthly payment due to insufficient funds, will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

### **FINANCIAL AID**

Financial aid is tuition assistance offered for the purpose of helping families meet their educational expenses. UCS participates in three different tuition assistance programs: R. O. Stone Memorial Fund,

GOAL Scholarship Program, and Georgia Special Needs Scholarship (GSNS). Requests for such assistance should be made at the time of registration. Financial Aid requests will be accepted for consideration from January 1 through October 20. However, Recipients of the R.O. Stone Memorial Fund must apply with FACTS (a third party organization), [www.factstuitionaid.com](http://www.factstuitionaid.com), by March 10 (paper applications) or March 20 (online applications). **UCS must receive a family's financial needs assessment from FACTS by April 1 or they will not be eligible for assistance from the R. O. Stone Memorial Fund.**

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

For more information, refer to the Financial Aid policy.

### **NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY**

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school, will be informed that their child(ren) will not be re-admitted to our school. All families must be current in their payment of tuition in order to be eligible for re-enrollment.

**If tuition is delinquent as of July 20<sup>th</sup>:**

Students will not be admitted on the first day of school.

**If tuition is delinquent as of December 20<sup>th</sup>:**

Students will not be readmitted on the first day of class in January and will not be eligible for re-enrollment.

**If tuition is delinquent as of March 20<sup>th</sup>:**

Students will not be readmitted on the first day of class forwarding spring break.

**If tuition is delinquent as of May 20<sup>th</sup>:**

Students will not receive report cards and permanent records will not be released until delinquent tuition is paid in full.

### **DELINQUENT TUITION FROM PREVIOUS YEAR(S)**

All previously unpaid tuition must be paid by June 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school.

### **TUITION REFUNDS**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. Since the school must budget for the entire year on enrolling students, parents paying full tuition in advance and who withdraw for any reason will be charged a 10% penalty of the entire year's tuition in addition to the current months bill. Students who attend any part of a month are charged for and owe for the entire month. Tuition payments cease at the end of the month in which the student transfers, moves, or is dismissed. The school is not obligated to refund any tuition paid if the student is expelled or if the parents lack of cooperation with the education process results in dismissal.