



Entrance Requirements (New Students)

- Step 1** Complete the admission application form in its entirety.
- Step 2** Submit application, along with \$175 per child application fee. Application fee is non-refundable.
- Step 3** Upon review of the application (if space is available), the Academy will schedule a family interview and student assessment.

Early Childhood Education: Admission is based on an assessment and a family interview.

Enrollment Dates

Tuition Rates

K2	June 2019 to August 2020	\$19,540
K2	August 2019 to August 2020	\$17,220
K3	August 2019 to June 2020	\$11,260
K4	August 2019 to June 2020	\$11,260

K2: Please refer to the Financial Policies and Procedures for payment options.

Multiple Child Discount: The first child will pay full tuition and siblings will receive a 25% discount (the highest tuition prevails). **Students who enroll in the month of January will receive a sibling discount of 25%. Students who enroll after January 31, 2019, will receive a 15% sibling discount.* **The discount does not apply to K2 students.**

Additional Fees – All fees are non-refundable and non-transferable.

Application Fee	\$175	Due with application. (New Students)
Enrollment Fee	\$300	Due upon acceptance. (New Students)
Re-Enrollment Fee	\$175	Early Bird Registration (1/7/19 – 1/31/19)
	\$275	Registration (2/1/19 – 4/1/19)
	\$375	Late Registration (Beginning 4/2/19)
Resource Fee	\$275 (K2)	\$300 (K3 and K4)
Cot Fee	\$50	(New Students)

Returned Check Fee \$35 **Returned FACTS Fee** \$35

Note: Only one change can be made to the FACTS agreement with no fee assessed per academic school year - maximum of three (3) changes. A \$35 fee will apply for 2nd and 3rd changes.

Early Withdrawal Fee Refer to Financial Policies and Procedures

Fee payments are non-refundable and non-transferable.
WCA accepts Visa, MasterCard, and American Express.



Entrance Requirements (New Students)

Step 1 Complete the admission application form in its entirety.

Step 2 Submit application, along with \$175 per child application fee. Application fee is non-refundable.

Step 3 Complete the required recommendation forms.

Kindergarten – 1 recommendation

1st-12th grades – 2 recommendations

Step 4 Upon review of the application (if space is available), the Academy will schedule a family interview and student assessment.

Admission is based on:

Kindergarten - an assessment and a family interview.

1st-12th Grades - passing an entrance exam, satisfactory recommendations from the current school, and an interview with WCA Deans/Designees.

Tuition Rates

Kindergarten	\$10,850
1st – 5th Grade	\$10,465
6th - 8th Grade	\$10,740
9th – 11th Grade	\$11,160
12th Grade	\$11,750

Multiple Child Discount: The first child will pay full tuition and siblings will receive a 25% discount.

**Students who enroll in the month of January will receive a sibling discount of 25%. Students who enroll after January 31, 2019, will receive a 15% sibling discount. (The highest tuition prevails.) The discount does not apply to K2 students.*

Application \$175 Due with application. *(New Students)*

Enrollment Fee \$300 Due upon acceptance. *(New Students)*

Re-Enrollment Fee \$175 Early Bird Registration (1/7/19 – 1/31/19)
\$275 Registration (2/1/19 – 4/1/19)
\$375 Late Registration (Beginning 4/2/19)

Resource Fee \$350 *(Kindergarten)* \$370 *(1st – 4th)*
\$425 *(5th – 8th)* \$445 *(9th – 12th)*

Resource Fee payments are due no later than May 1, 2019.

Returned Check Fee \$35 **Returned FACTS Payment Fee** \$35

Early Withdrawal Fee Refer to Financial Policies and Procedures

FACTS Modification Fee One change may be made to the FACTS agreement with no fee assessed per academic school year. A \$35 fee will apply for 2nd and 3rd changes -- maximum of three (3) changes.

Fees are non-refundable and non-transferable.
WCA accepts Visa, MasterCard, and American Express.

FINANCIAL POLICIES AND PROCEDURES 2019-2020

RE-ENROLLMENT/ ENROLLMENT

Re-enrollment and Enrollment for the 2019-2020 school year will begin December 13, 2018. Family Accounts must be in good standing and remain in good standing in order for a student to be enrolled. Please be mindful that enrollment fees are non-refundable and non-transferable.

TUITION

Families have three options for making tuition payments:

- Payment in full by May 15, 2019 (Families meeting this deadline, will receive a 5% discount. This does not include credit card payments.)
- Payment in full thru the SallieMae K-12 Family Education Loan Program (Early Childhood Education families are not eligible for the SallieMae Family Education Loan Program).
- Deferred payment through the FACTS tuition management program for qualified families.

Note: Only one change can be made to the FACTS agreement with no fee assessed per academic school year - maximum of three (3) changes. A \$35 fee will apply for 2nd and 3rd changes.

Families in good standing (without returned tuition payments in the current school year) will be eligible for a deferred payment plan through FACTS tuition management company. Two (2) payment plans will be offered - a twelve-month plan beginning in May 2019 and ending in April 2020; and an eleven-month plan beginning in June 2019 and ending in April 2020.

Parents enrolling after the twelve-month deadline will be enrolled automatically in the eleven-month tuition plan. Any missed payments will be included in the first withdrawal.

RETURNED TUITION - FACTS

If tuition payments are returned for any reason, there will be a \$35.00 late fee assessed by Woodstream Christian Academy (WCA) and a \$35 NSF FACTS fee. The \$35 NSF Fee will be debited and the \$35.00 late fee will be added to the FACTS agreement. The missed payment will be reattempted by FACTS within 14 business days. If the reattempted payment is also returned, the Family Account will be assessed an additional \$35.00 fee. All tuition will (then) be due and payable directly to WCA. If the amount due is not received within five (5) business days, students of the respective family will not be permitted to attend classes until the full payment is received.

NOTE: After ten (10) business days from the time payment returned, the students of the respective family may be removed from the Academy roster.

FINANCIAL POLICIES AND PROCEDURES 2019-2020

INACTIVE ACCOUNT - FACTS

If the FACTS agreement becomes inactive for any reason, FACTS must be called and the agreement must be restored within 5 business days. Any payments that should draft during the 5 business days will be rescheduled to redraft 14 business days from the original draft date. A \$35.00 fee will be assessed for payments not received due to an inactive FACTS account.

RETURNED CHECKS

If a check, paid to the Academy, is returned for any reason, a \$35.00 fee will be assessed to the Family Account. If more than two (2) checks are returned for any reason, the Academy will no longer accept checks from the respective family for the life of the account. Only cash, money orders, cashier's checks or credit cards will be accepted.

FAMILY SERVICE HOURS

The Service Program for the 2019-2020 school year starts on September 15, 2019 and will end April 15, 2020. On April 15, 2020, the service hour requirement must be met, or a payment of \$25.00 per hour that is remaining will be due on that day. Please ask your child's teacher or check the weekly newsletter to discover how you might assist WCA. It is your responsibility to record the hours you worked. Remember to keep a copy of your submission(s) for your own records. It is important to continue tracking your hours even after you reach 10 hours because the Academy-wide TOTAL number of family service hours may be used when applying for grants. If you have any questions regarding your hours, you may contact the Finance Department.

ECHO-EXTENDED DAY PROGRAM

The Echo-Extended Day Program encompasses before school care and after school care. The cost for the Echo-Extended Day Program is \$6.00 per hour. Before Care takes place from 6:45 a.m. until 7:45 a.m. Any student arriving prior to 7:45 a.m. must report to Before Care. After Care begins at 3:15 p.m. and ends at 6:00 p.m. for the Grammar School and School of Logic. Aftercare for ECE students starts at 4:00 p.m. and ends at 6:00 p.m. **NOTE:** Students who attend Co-Curricular classes held during ECHO will be assessed \$6.00 per hour plus the cost of the Co-Curricular class (es).



FINANCIAL POLICIES AND PROCEDURES 2019-2020

The late pick-up fee is \$4.00 per minute after 6:00 p.m. The late pick-up fee will also be assessed on days when the Echo-Extended Day program is closed. Students with multiple late pickups may be dismissed from the program.

Students may not be permitted to participate in the Echo-Extended Day Program if family Echo-Extended Day accounts are delinquent.

INCLEMENT WEATHER

When the school day ends early due to inclement weather, students must be picked up within 30 minutes after the early dismissal time. Parents who arrive later than the 30- minute grace period will be assessed a late pick-up fee of \$4.00 per minute.

FAMILY AND LUNCH ACCOUNTS

Family Account Statements will be emailed on a monthly basis. Statements will include the account balance and the date payment is due. For all payments not received within five (5) business days of the stated due date, a \$25 late fee per family will be assessed. The Academy recommends that a one hundred dollar (\$100) deposit be made monthly for a student lunch account. Students may not be permitted to order lunch if lunch accounts contain insufficient funds, or negative balances.

SUMMER WITHDRAWALS

Withdrawals during the months of June, July, and August will result in an early withdrawal fee of \$1000.00, and the forfeiture of application, enrollment and resource fees.

WITHDRAWALS OR EXCLUSIONS

Families who withdraw during the months of September, October, and November will be assessed an amount equal to fifty percent (50%) of the annual tuition, less any tuition paid to date. Families who withdraw after December 1 will be assessed an amount equal to the applicable annual tuition for each student.



FINANCIAL POLICIES AND PROCEDURES 2019-2020

FEES

- Fee payments are due to the Academy by May 1, 2019.
- All fees are non-refundable and non-transferable.
- Fees will not be included with Sallie Mae K-12 Family Education Loan or FACTS agreement.

The Academy will not distribute supplies and books until payment for fees has been received. WCA accepts Visa, MasterCard, and American Express.

TRANSCRIPT/REPORT CARDS/STUDENT RECORDS REQUESTS

Transcripts, report cards, assessments, and teacher recommendation forms are confidential and will be mailed or faxed directly to the Institution, not given to the parent/guardian. The teacher/staff needs ample time to complete and send the forms by the deadline. Student records will be sent within 7 – 10 business days upon request. The first request for records is free. Each additional request is \$10.00.

The Academy will not release report cards, transcripts, records, or teacher recommendations until all financial obligations to the Academy have been met. Please note, transcripts will be sent 30 days after the account has been brought current and remains current.

FINANCIAL POLICIES AND PROCEDURES 2019-2020

Family Referral Program

I have recommended the _____ family to Woodstream Christian Academy for the current school year. They have ____ child(ren) in grade(s) _____. If this new family enrolls by the second Friday of the new school year and remains at WCA throughout this complete school year, a credit of \$100 per child that I have recommended will be applied to our family's tuition account for this school year. Under the terms and conditions of this agreement, my tuition account will be credited for the final April payment of this school year thru FACTS. If my account does not have a balance owed for April of the current school year, the credit will be applied to the next school year. Should I choose not to re-register for the next school year; a check will be issued back to me.

Current WCA Family

_____ Print Name

_____ Signature – Current Family _____(Date)

New WCA Family

_____ Print Name

_____ Student(s) Name and Grade (s)

_____ Signature – Current Family _____(Date)

_____ WCA Business Manager _____(Date)

Current WCA Family

After this form is completed, please return it to the Business Office for validation.



FINANCIAL POLICIES AND PROCEDURES 2019-2020

PAYMENT METHODS

I intend to use the following payment method. Please check one.

- FACTS – 11 Month (June 2019 – April 2020)**
- FACTS – 12 Month (May 2019 – April 2020)**
- For K2 Parents Only: FACTS – 12 Month (August 2019 – July 2020)**

Note: Only one change can be made to the FACTS agreement with no fee assessed per academic school year - maximum of three (3) changes. A \$35 fee will apply for 2nd and 3rd changes.

- Sallie Mae**
- Payment in Full**
 - Payment is due by May 15, 2019.
 - A 5% discount will apply. No credit cards accepted.

Child's Name (Please Print)

Child's Name (Please Print)

Child's Name (Please Print)

Child's Name (Please Print)

I, _____, have read and understand the attached Financial Policies and Procedures for 2019-2020. I agree to abide by the policies and procedures set forth by Woodstream Christian Academy.

Parent (Signature)

Date