



## FINANCIAL POLICIES AND PROCEDURES FOR THE SCHOOL YEAR 2022-2023

After review, please complete and submit the final two pages of this document to the Finance Department.

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### ENROLLMENT

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Enrollment into Woodstream Christian Academy begins with submitting a completed online application and paying a non-refundable application fee of \$175. Prospective families can find applications on [the Academy's website](#).

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### RE-ENROLLMENT

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For all currently enrolled students, enrollment for the 2022-2023 school year will begin January 2022. Families who desire to re-enroll must apply for re-enrollment through the FACTS Student Information System, Family Portal. All family accounts must be in and remain in good standing for a student to be re-enrolled. Please be mindful that re-enrollment fees are non-refundable and non-transferable.

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### FACTS TUITION MANAGEMENT

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**ALL** families must enroll in a FACTS agreement through [FACTS Tuition Management](#). FACTS Tuition Management charges an enrollment fee between \$10 - \$65.

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### TUITION

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Families have three options for making tuition payments:

1. Payment in full:
  1. Families will receive a 5% discount if they pay in full by May 15, 2022.
  2. **Families who pay in full via credit card are not eligible for this discount.**
2. Payment in full through the SallieMae K-12 Family Education Loan Program:
  1. Please see our website for additional information. Early Childhood Education families are **not** eligible for the SallieMae K-12 Family Education Loan Program.



# WOODSTREAM CHRISTIAN ACADEMY

9800 LOTTSFORD ROAD | MITCHELLVILLE, MD 20721  
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CHANCELLOR ROBERT A. WINGFIELD, D.D.

3. Deferred payment through the FACTS Tuition Management program for qualified families:
  1. Families in good standing (without returned tuition payments or delinquent family accounts) will be eligible for a deferred payment plan through FACTS Tuition Management Company.
  2. We offer two (2) payment plans –
    1. A twelve-month plan beginning in May 2022 and ending in April 2023
    2. An eleven-month plan beginning in June 2022 and ending in April 2023
    3. There will be one payment per month.
    4. Families must make payments by the fifteenth of each month.

Students enrolling after the eleven-month deadline will be enrolled automatically in a tuition plan that will end in April 2023.

***Note:** Families can make one change per academic school year to their FACTS agreement. There is a \$35 fee for additional changes. A maximum of three (3) changes are allowed per academic year.*

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## RETURNED TUITION PAYMENT FEES

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The Academy will assess a \$35 late fee, and FACTS will assess a \$30 insufficient funds (NSF) fee for the following reasons.

1. FACTS cannot draft tuition payments
2. FACTS has to return tuition payments for any reason

FACTS will debit the \$30 NSF Fee, and the Academy will add the \$35 late fee to the FACTS agreement. The returned tuition payment will be due directly to the Academy within five (5) business days. After five (5) business days, the Academy will not permit any students of the respective family to attend classes until the full payment is received. *Ten (10) business days from the time FACTS returns a payment, WCA may remove all students of the respective family from the Academy roster.*



## OTHER FEES

Woodstream Christian Academy charges these fees along with tuition and the application fee:

- Enrollment Fee: \$300 (new students)
- Re-enrollment Fee: Varies by re-enrollment date (returning students)
- Resource Fee: Varies by grade level

All fees are paid directly to the Academy and are non-refundable and non-transferable.

The Academy *will not* include fees in the Sallie Mae K-12 Family Education Loan or FACTS agreement.

*The Academy will not distribute books and supplies until all fees are received.*

## ECHO-EXTENDED DAY PROGRAM

The Echo-Extended Day Program encompasses before school and after school care. The cost for the Echo-Extended Day Program is \$8.00 per hour. Before Care takes place from 7:00 am until 7:45 am. Any student arriving before 7:45 am must report to ECHO Before Care. After Care begins at 3:00 pm and ends at 6:00 pm for grades K-8. After car-line pick-up, any grade K-8 student on school grounds will be subject to ECHO charges. ECHO After Care for ECE begins at 4:00 pm and ends at 6:00 pm. Families have the option to pre-pay for ECHO at a reduced rate.

ECHO	FLAT RATE	DROP-IN RATE (\$8)	SAVINGS
Before Care Only	\$1,000	\$1,432	\$432
After Care Only (1hr)	\$1,200	\$1,432	\$232
After Care Only ECE (2hrs/4-6 PM)	\$2,300	\$2,864	\$564
After Care Only (3hrs/3-6 PM)	\$3,300	\$4,296	\$996
Before and After Care (K-8)	\$4,400	\$5,728	\$1,328

- *The flat rate can be paid in full or added to the FACTS Agreement. The Academy will charge families that do not pre-register the drop-in rate.*



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- *The Academy will assess a late pick-up fee of \$5.00 per minute after 6:00 pm. The Academy will also assess a late pick-up fee on days the school must close early.*
- *Students may not be permitted to participate in the Echo-Extended Day Program if their family Echo-Extended Day accounts are delinquent.*
- *Note: The Academy will assess a fee of \$8.00 per hour **plus** the cost of classes for students who attend Extended Day specialty classes (i.e., instrumental music, dance, etc.).*

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## INCLEMENT WEATHER

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Parents must pick up students within 30 minutes of the early dismissal time when the school day ends early due to inclement weather. The Academy will assess a late pick-up fee of \$5.00 per minute if parents arrive after the 30-minute grace period.

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## LUNCH ACCOUNTS

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Students can purchase hot lunch for \$6 (grammar school) or \$7 (upper school) per day. Families must order and pay for lunch in advance. The lunch schedule will be available two (2) weeks before the beginning of each month. Students can also select a bag lunch for \$5 or \$6. A bag lunch consists of one or two sandwiches, chips, fruit, and a drink. Students may not be permitted to order lunch if their lunch account contains insufficient funds or a negative balance. The Academy will give students who come through the lunch line and have not ordered lunch a bag lunch, and the cost added to their lunch account.

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## SUMMER WITHDRAWALS

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During June, July, and August, withdrawals will result in an early withdrawal fee of \$1,000.00 and application and enrollment fees forfeiture.



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## WITHDRAWALS OR EXPULSION

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The Academy will assess families an amount equal to fifty percent (50%) of the annual tuition, less any tuition paid to date if their student is withdrawn or expelled between the first day of school and November 30.

The Academy will assess families an amount equal to the applicable annual tuition for each student if they are withdrawn or expelled December 1 or later.

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## TRANSCRIPTS/REPORT CARDS/STUDENT RECORD REQUESTS

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Transcripts, report cards, assessments, and teacher recommendation forms are confidential; the WCA Registrar's Office will mail or fax these documents directly to the requesting institution, not the parent/guardian. Please allow ample time for faculty and staff to complete and submit forms by the given deadlines. The registrar's office will send student records within 7 – 10 business days after receiving a [WCA Student Record Request Form](#) and [payment](#) (if applicable). The first request for records is free. Each additional request is \$10.

The Academy will not release report cards, transcripts, records, or teacher recommendations until families have met all financial obligations to the Academy. Please note that the registrar's office will send transcripts 30 days after the family account is brought current and remains current.

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## RETURNED CHECKS

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The WCA Finance Department will assess a \$35 fee to family accounts if checks made payable to the Academy are returned for any reason. 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; the finance department will accept only cash, money orders, cashier's checks, or credit cards.

*Woodstream Christian Academy accepts checks, American Express, VISA, and MasterCard.  
Payments can be made online, by mail, phone, and in person.*



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### TUITION PAYMENT METHODS: (select one)

	<b>Pay-in-full by May 31, 2022</b>	<b><i>5% discount; credit cards not accepted</i></b>
	<b>FACTS Agreement</b>	<b><i>12 months (May 2022 - April 2023)</i></b>
	<b>FACTS Agreement</b>	<b><i>11 months (June 2022 - April 2023)</i></b>

### ECHO:

I elect to pre-register for ECHO (before and after care):

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

If yes, please check all that apply:

		# of Students	Time	Cost/per student
	<b>Before Care Only</b>		<b>7:00-7:45</b>	<b>\$1,000</b>
	<b>After Care Only (1hr)</b>		<b>3:00-4:00; (4:00-5:00 ECE)</b>	<b>\$1,200</b>
	<b>After Care Only (2hrs)</b>		<b>3:00-5:00; (4:00-6:00 ECE)</b>	<b>\$2,300</b>
	<b>After Care Only (3hrs)</b>		<b>3:00-6:00</b>	<b>\$3,300</b>

I, \_\_\_\_\_, have read and understand the attached Financial Policies and Procedures for 2022-2023. I agree to abide by the policies and procedures set forth by Woodstream Christian Academy.

\_\_\_\_\_  
Parent (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name/Grade (Please Print)

\_\_\_\_\_  
Child's Name/Grade (Please Print)

\_\_\_\_\_  
Child's Name/Grade (Please Print)

\_\_\_\_\_  
Child's Name/Grade (Please Print)