



### ***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***

<b>K2</b>	June 2020 to August 2021	\$19,540
<b>K2</b>	August 2020 to August 2021	\$17,220
<b>K3</b>	August 2020 to June 2021	\$11,260
<b>K4</b>	August 2020 to June 2021	\$11,260

**Multiple Child Discount:** The youngest child will pay full tuition and 1<sup>st</sup> siblings will receive a 15% discount 2<sup>nd</sup> or more will receive 25% discount. The multiple child discount will be applied to your tuition account from youngest to oldest in chronological order.

\*Contact Finance Office for Military, Pastor and Full Tuition Payment Discount

---

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

<b>Application Fee</b>	\$175	Due with application. (New Students)
<b>Enrollment Fee</b>	\$300	Due upon acceptance. (New Students)
<b>Re-enrollment Fee</b>	\$175	Due upon receipt of application. (Dec 20 - Feb 29)
	\$275	Due upon receipt of application. (Mar 1 – Apr 30) (Legacy Ends)
	\$375	Due upon receipt of application. (May 1 - Jun 30)
	\$575	Due upon receipt of application. (Jul 1 - Beyond)
<b>Book Fee</b>	\$275 (K2)	\$300 (K3 and K4)
<b>Cot Sheet Fee</b>	\$10	(New Students)
<b>Returned Check Fee</b>	\$35	<b>Returned FACTS Fee</b> \$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 2<sup>nd</sup> and 3<sup>rd</sup> changes.

**Early Withdrawal Fee** Refer to Financial Policies and Procedures

*Fee payments are due no later than May 1, 2020.*  
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

**1<sup>st</sup>-12<sup>th</sup> 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.

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

***Tuition Rates***

		<b>Multiple Child Discount:</b> The youngest child will pay full tuition and 1 <sup>st</sup> siblings will receive a 15% discount 2 <sup>nd</sup> or more will receive 25% discount. The multiple child discount will be applied to your tuition account from youngest to oldest in chronological order.	
<b>Kindergarten</b>	\$10,850		
<b>1<sup>st</sup> – 5<sup>th</sup> Grade</b>	\$10,465		
<b>6<sup>th</sup> - 8<sup>th</sup> Grade</b>	\$10,740		<b>*Contact Finance Office for Military, Pastor and Full Tuition Payment Discount</b>
<b>9<sup>th</sup> – 11<sup>th</sup> Grade</b>	\$11,160		
<b>12<sup>th</sup> Grade</b>	\$11,750		
<b>Application</b>	\$175	Due with application. <i>(New Students)</i>	
<b>Enrollment Fee</b>	\$300	Due upon acceptance. <i>(New Students)</i>	
<b>Re-Enrollment Fee</b>	\$275	Due upon receipt of application.	
<b>Resource Fee</b>	\$450	<b>(Kindergarten)</b>	\$470 <b>(1<sup>st</sup> – 4<sup>th</sup>)</b>
	\$525	<b>(5<sup>th</sup> – 8<sup>th</sup>)</b>	\$545 <b>(9<sup>th</sup> – 12<sup>th</sup>)</b>

**Resource Fee payments are due no later than May 1, 2020.**

**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 2<sup>nd</sup> and 3<sup>rd</sup> changes -- maximum of three (3) changes.

*Fees are non-refundable and non-transferable.*

WCA accepts Visa, MasterCard, and American Express.

# FINANCIAL POLICIES AND PROCEDURES

## 2020-2021

### RE-ENROLLMENT

Re-enrollment for the 2020-2021 school year will begin December 20, 2019 for all currently enrolled students. All Family Accounts must be in good standing and remain in good standing in order for a student to be re-enrolled. Please be mindful that re-enrollment fees are non-refundable and non-transferable.

### TUITION

Re-enrolling families now have three options for making tuition and book fee payments:

- Payment in full by May 15, 2020 (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 2<sup>nd</sup> and 3<sup>rd</sup> changes.

Families in good standing (without returned tuition payments or delinquent family account) 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 2020 and ending in April 2021; and an eleven-month plan beginning in June 2020 and ending in April 2021.

Parents enrolling after the eleven-month deadline will automatically be enrolled on a pro-rated basis tuition plan. All payment plans will end April 2021.

### 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 \$30 NSF FACTS fee. The \$30 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. The returned tuition payment will be due directly to WCA. If the amount due is not received within five (5) business days, all 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**

### **2020-2021**

#### **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.

#### **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 3:00 p.m. and ends at 6:00 p.m. for the Grammar School and begins at 3:15 p.m. and ends at 6:00 p.m. for the School of Logic. **NOTE:** Students who attend Extended Day Specialty classes will be assessed \$6.00 per hour plus the cost of the Specialty class (es).

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

2020-2021	FLAT RATE	DROP IN RATE (\$8)	Savings
Before Care Only	\$1,000	\$1,450	\$450
After Care Only (6 pm)	\$3,200	\$4,300	\$1,100
After Care Only (4 pm)	\$2,100	\$2,800	\$700
Before and After Care	\$3,500	\$5,750	\$2,250



## **FINANCIAL POLICIES AND PROCEDURES**

### **2020-2021**

#### **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.

#### **FAMILY AND LUNCH ACCOUNTS**

Family Account Statements will be sent 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 \$35 late fee will be assessed. Students may not be permitted to order lunch if lunch accounts contain insufficient funds, or negative balances.

Lunch Type	School of Grammar	Upper School
Hot Lunch	\$5.00	\$6.00
Bag Lunch	\$5.00	\$5.00
Extra Drink	\$0.50	\$0.50

#### **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 and enrollment fees.

#### **WITHDRAWALS OR EXPLUSION**

Families who withdraw or students expelled 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 2020-2021

### FEES

- Resource fee payments are due directly to the Academy by May 1, 2020.
  - All fees are non-refundable and non-transferable.
  - Fees will not be included with your 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 Cash, Check/Money Order, Visa, MasterCard, and American Express.

### TRANSCRIPTS/REPORT CARD/STUDENT RECORDS REQUEST

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.

All request must be submitted to [registrar@woodstreamacademy.com](mailto:registrar@woodstreamacademy.com).



## FINANCIAL POLICIES AND PROCEDURES 2020-2021

### PAYMENT METHODS

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

- FACTS - 10 Month (July 2020 - April 2021)**
- FACTS - 11 Month (June 2020 - April 2021)**
- FACTS - 12 Month (May 2020 - April 2021)**

**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 2<sup>nd</sup> and 3<sup>rd</sup> changes.

- Sallie Mae**
- Payment in Full**
  - Payment is due by May 15, 2021.
  - A 5% discount will apply. No credit cards accepted.

I, \_\_\_\_\_, have read and understand the attached Financial Policies and Procedures for 2020-2021. I agree to abide by the policies and procedures set forth by Woodstream Christian Academy.

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

\_\_\_\_\_  
Date

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

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

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

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