

FINANCIAL POLICIES AND PROCEDURES 2023-2024

RE-ENROLLMENT

Re-enrollment for the 2023-2024 school year will begin December 20, 2022, for currently enrolled students. Family accounts must be in good standing and remain in good standing for a student to be re-enrolled. Re-enrollment is not complete until the re-enrollment fee is paid. Please be mindful that re-enrollment fees are non-refundable and non-transferable.

ENROLLMENT

Enrollment in Woodstream Christian Academy includes the application and application fee, \$200, paid when the application is submitted and a family interview. If the student is accepted for enrollment, then an enrollment fee of \$300 and the resource fee will be due, which varies by grade. Space is not guaranteed until all fees are paid.

TUITION

Families have two options for making tuition and book/resource fee payments:

- Payment in full. Families paying in full by May 15, 2023, will receive a 5% tuition discount.
 - *Credit card payments will not receive the 5% discount.*
- Deferred payment through the FACTS Tuition Management Program for qualified families.
 - *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 are offered –*
 - *an eleven-month plan beginning in June 2023 and ending in April 2024*
 - *a twelve-month plan beginning in May 2023 and ending in April 2024*

Parents enrolling after the eleven-month deadline will be automatically enrolled in a tuition plan with payments ending in April 2024.

FACTS TUITION MANAGEMENT FEES

FACTS Tuition Management will assess a \$55 enrollment fee. FACTS charges a \$30 fee for each returned payment. The \$30 fee will be debited from the account, and a \$35.00 late fee (charged by WCA) 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 then be due 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. After ten (10) business days from the time payment is returned, the students of the respective family may be removed from the Academy's roster.

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. The maximum number of changes is three (3).

FINANCIAL POLICIES AND PROCEDURES 2023-2024

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 \$8.00 per hour. Before Care takes place from 7:00 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 Schools of Grammar and Logic, (kindergarten through eighth grade), and begins at 4:00 p.m. and ends at 5:30 p.m. for ECE students. **NOTE:** Students who attend Extended Day Specialty classes will be assessed \$8.00 per hour plus the cost of the Specialty class(es).

The late pick-up fee is **\$5.00 per minute** after 5:30 p.m. for ECE and after 6:00 p.m., for Grammar and Logic. 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 the family Echo-Extended Day accounts are delinquent.

	Pre-paid	Drop-In	Est. Saving
Before Care Only (7:00-7:45)	\$1,000	\$1,432/hr.	\$432/hr.
After Care Only (3-6 pm)	\$1,100/hr.	\$1,432/hr.	\$332/hr.
After Care Only ECE (4-5:30 pm)	\$1,100/hr.	\$1,432/hr.	\$332/hr.

FAMILY AND LUNCH ACCOUNTS

Family Account Statements will be sent monthly. Statements will include the account balance and the date payment is due. For 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	\$6.00	\$7.00
Bag Lunch 1 Sandwich	\$5.00	\$5.00

FINANCIAL POLICIES AND PROCEDURES 2023-2024

Extra Drink	\$1.00	\$1.00
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INCLEMENT WEATHER & EARLY DISMISSAL

When the school day ends early due to inclement weather or abbreviated schedule, students must be picked up within 30 minutes after the early dismissal time. Parents who arrive later than the 30 minutes grace period will be assessed a late pick-up fee of \$5.00 per minute.

SUMMER WITHDRAWALS

Withdrawals during the months of June, July, and August will result in an early withdrawal fee of \$1,000.00, and the forfeiture of application and enrollment fees.

WITHDRAWALS OR EXPULSION

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.

FEES *(Fees are non-refundable and non-transferable.)*

Enrollment Fee: \$300 (New students) due upon acceptance

Re-enrollment Fee: varies by date of re-enrollment (current students) due at time of re-enrollment

Resource Fee (varies by grade level) due by May 1, 2023

The Academy will not distribute supplies and books until payment for fees has been received.

Fees will be invoiced through Facts Tuition Management.

TRANSCRIPT/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 requires ample time to complete and submit 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 requests must be submitted to registrar@woodstreamacademy.com.



PAYMENT METHODS

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

- ☐ **FACTS – 11 Month (June 2023 – April 2024)**
- ☐ **FACTS – 12 Month (May 2023 – April 2024)**

Note: Families may make one change to the terms of their FACTS agreement with no fee assessed per academic school year. There is a maximum of three (3) changes allowed. A \$35 fee will apply for 2nd and 3rd changes.

- ☐ **Payment in Full**
 - A 5% discount will apply if paid by May 15, 2023.
 - The 5% discount does not apply to credit card payments.

I, _____, have read and understand the attached Financial Policies and Procedures for the 2023-2024 School Year. 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)

ECHO

I would like to pre-register for the ECHO Before/After Care Program.

Please check All that apply.

		Pre-Reg. Amount	Number of Students	Total (Amt. X # Students)
	Before Care (7:00-7:45 am)	\$1,000		
	After Care (3-4 pm)	\$1,100		
	After Care (3-5 pm)	\$2,200		
	After Care (3-6 pm)	\$3,300		
	After Care ECE (4-5 pm)	\$1,100		
	After Care ECE (4-5:30 pm)	\$1,650		
	<i>Total to be added to FACTS agreement:</i>			

Parent Signature

Date

Child's Name (Please Print)

Child's Name (Please Print)

Child's Name (Please Print)

Child's Name (Please Print)