



C H R I S T I A N A C A D E M Y

SCHOOL TUITION AND INCIDENTAL EXPENSES: All parents are required to enroll with FACTS Management, an independent provider that helps families manage tuition payments. FACTS charges a non-refundable annual fee of \$55 per family for families paying tuition monthly or a non-refundable annual fee of \$25 for families paying tuition in full. Information regarding FACTS can be found on RSCA's website under the PARENTS tab.

FACTS offers two options for payment: Automated Clearing House (ACH) draft payment plan (auto-draft) or credit card. All tuition and incidental expenses must be billed through one of these two auto-pay options.

Under each family's FACTS account there are two billing items. The first is the payment plan in which tuition and/or any other recurring monthly charges are billed. The second is for incidental expenses that are invoiced as they occur each month.

TUITION: For convenience, the tuition may be paid according to one of two plans:

1. **Monthly Payment Plan:** *The first monthly tuition payment will be due in June, and the last monthly payment will be due in May. (Parents may choose a draft date of the 5th or the 20th of each month.)*
2. **Annual Payment Plan:** *Payment is due in full June 5 or June 20 (according to the chosen draft date.)*

INCIDENTAL EXPENSES: All incidental expenses (such as field trips, athletic items, late/lost library books, etc.) will be charged to the FACTS account and will be auto-drafted. If the auto-draft is unsuccessful, FACTS will not try to redraft the amount, and payment will need to be initiated by the account holder through FACTS.

Through FACTS, the school maintains control of all billing. Questions regarding FACTS statements and bills may be directed to the business office at businessoffice@rsca.info.

LATE ACCOUNT POLICY: Tuition and incidentals are considered past due after your chosen draft date month. Should circumstances arise that may cause delay in payment, please contact the business office immediately to discuss a potential alternate plan. The business office will work toward a mutually agreeable payment arrangement with the family. Grades, report cards and transcripts will not be released, and access to the parent and student portals may be

restricted for past due accounts or unpaid accounts in the case of a student withdrawal. Students may not be allowed to sit for exams or participate in graduation if accounts (tuition and incidentals) are unpaid. Students may not be allowed to return to class if the account is unpaid at the end of the month. Accounts will be charged a \$25 late fee per student if the auto-draft is returned due to non-sufficient funds. FACTS will not try to redraft the amount, and payment will need to be initiated by the account holder through FACTS.

REFUNDS AND WITHDRAWALS: Rock Springs Christian Academy must rely on tuition income to meet operating expenses. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured. If enrollment is canceled or in the event of separation for any reason between the student and the school, the financial obligations are as follows:

- In the event of withdrawal, tuition charges will be due in full for the entire semester and will not be prorated.
- A 30-day written notice is required prior to withdrawal for second semester, otherwise 2 months tuition will be charged.
- Any overpayment occurring for the period beyond the month of withdrawal will be refunded.
- For withdrawal after July 1, but prior to the first day of school, 2 months tuition will be charged.
- Students and parents are subject to all financial rules and regulations of the Parent/Student Handbook.

If it becomes necessary for parents to withdraw a student, the parent will officially notify the Admissions Office.

Tuition is calculated on an annual basis but is prorated for the remainder of the year for students who enroll on September 1 or later.

CONTINUOUS ENROLLMENT: All students will be automatically reenrolled in January of each year unless the Admissions Office is notified of your intent to opt out of continuous enrollment. Your FACTS account will now roll over year to year. You may contact the business office if you would like to change your FACTS payment arrangement. You may change your form of payment at any time.

Parents will be billed a non-refundable \$200 continuous enrollment fee each February to hold their student's spot. (A \$500 cap per family will apply.) Parents will receive advance communication of continuous enrollment billing. We understand life changes occur, so an avenue to opt out of continuous enrollment will be communicated prior to billing each year.