

**Tuition Information
and Re-Enrollment
Quick Guide**

2012-2013



Re-Enrollment 2012 – 2013

2012 – 2013 Re-Enrollment Fees:

- Returning Student Application Fee (through Jan. 23, 2012) \$250.00
- Returning Student Application Fee (beginning Feb. 1, 2012) \$350.00

Fees must be paid in full at the time of enrollment to reserve a place in the class. (Partial fees not accepted).

Tuition	2011-12	2012-13		Dollar Increase
Transitional Kindergarten (TK)	\$5,400.00	\$5,800.00		\$400.00
Kindergarten	\$5,450.00	\$6,650.00	Voucher to existing TK families for \$800	\$1,200.00
Grades 1-5	\$6,400.00	\$6,650.00	Voucher to existing K families for \$250	\$250.00
Grades 6-8	\$6,950.00	\$7,225.00	Voucher to existing 5 th Grade families for \$250	\$275.00
Grades 9-12	\$7,675.00	\$7,975.00	Voucher to existing 8 th grade families for \$250.	\$300.00
Discounts	Pay in full 3% discount	Multiple Child Discount: 1 st child –Full, 2 nd - \$300, 3+ \$500		
International Students	International Student Support Fee Enrolled pre-2012 - \$1,000.00	International Student Support Fee Enrolled post-2011 - \$2,000.00	International Student Fee if Administration exempts from English support - \$500.00	

Current Students: All tuition must be current to re-enroll. A student will not be allowed to return to UFCA if there are any financial obligations remaining from previous years. Once a student is re-enrolled, parents must pay twelve (12) monthly payments beginning June 1, 2012, and ending May 31, 2013; or pay in full by July, 2012. June & July 2012 tuition payments are non-refundable and non-transferable for any reason. In addition, if a student does not withdraw by August 1st (for 1st semester) or December 1st (for 2nd semester), **the remainder of the semester's tuition is still due.** Exception: out of town (50 mile radius) job transfer.

New Students Only: Parents must agree to pay the (non-refundable) registration, application and testing fees at the time of application. Once a student is accepted, twelve (12) monthly payments are due beginning June 1, 2012, and ending May 31, 2013; or pay in full by July, 2012. June and July tuition payments are non-refundable and non-transferable for any reason. In addition, if a student does not withdraw by August 1st (for 1st semester) or December 1st (for 2nd semester), the remainder of the semester's **tuition is still due.** Exception: out of town (50 mile radius) job transfer.

Estimating your family's 2012-2013 UFCA Schooling Costs:

(not including Application, Testing, or Registration Fees)

For parent information only – official tuition amount will be calculated by the Finance Office.

- A. Child 1 _____ Grade _____ Tuition _____
- B. Child 2 _____ Grade _____ Tuition _____
- C. Child 3 _____ Grade _____ Tuition _____
- D. Child 4 _____ Grade _____ Tuition _____
- E. TOTAL GROSS TUITION: \$ _____
- F. **ADJUSTMENT 1** If you have more than one child enrolled, deduct \$300 for the 2nd child, and \$500 for each additional child after that. \$ _____
- G. **ADJUSTMENT 2** If you are a tithing member of Christlife Church, multiply line E by 10% \$ _____
- H. **ADJUSTMENT 3** If you are an officially licensed practicing member of the clergy, multiply line E by 5% \$ _____
- I. Voucher Amount (rising K, 1st, 6th and 9th only) \$ _____
- J. Subtract lines F, G, H, & I from line E \$ _____
- K. **ADJUSTMENT 4** If you desire to pay your tuition in full by April 30, 2012 (via cash or check only), multiply line J by 3% \$ _____
- L. **Adjusted Tuition Total for the 2012-2013 School Year:**
Subtract line K from line J \$ _____
- M. **Monthly payment (12 months):**
Divide line J by 12 \$ _____
- For international students: Add ISF Fee: \$ _____

(Draft payments begin June 2012 and continue through May 2013.)

A processing fee of \$300 will be charged to any family's account that has not Paid In Full or is not paying by Bank Draft. The \$300 processing fee covers the administrative costs of processing monthly check or credit card payments.

Automatic Bank Draft Program/Alternative Tuition Payment Plans

The Academy requires all families who have children enrolled in the school to pay tuition via automatic bank draft. Academy families who choose not to pay for their child(ren)'s education in advance by July 1 will pay, as usual, a monthly amount over 12 months. Families have their choice of paying either on the 10th or 20th of the month. Your account will be drafted on that date every month over the course of the school year. Incidental charges will be billed directly by the school on the usual monthly basis. The application for this program will be made available to you upon registration for the school year. A processing fee of \$300 will be charged to any family's account that has not Paid In Full or is not paying by Bank Draft. The \$300 processing fee covers the administrative costs of processing monthly check or credit card payments.

Payments for tuition will be drafted in up to 12 equal installments. The first payment is due in June 2012 with the second due in July 2012. **BOTH of these payments are non-refundable for any reason.**

Before/After School Program

The Academy offers both Before (7:00 a.m. – 7:45 a.m.) and After School (3:00 p.m. – 6:00 p.m., The Falcon's Nest for K-8th care.) This program is offered based on availability. All students must be enrolled in the program by submitting the enrollment form along with the enrollment fee to the Office of Operations. Information concerning cost, brochures and enrollment forms are available from the main school office.

Tuition Delinquency Policy

All accounts must remain current for continued active enrollment at United Faith Christian Academy. If an account should become delinquent, the following actions will be taken:

1. 30 days delinquent:
 - a. Contact will be made by the Director of Operations or the Bookkeeper for the purpose of establishing a plan for bringing the account current.
 - b. Students will lose the opportunity to participate in all extra curricular activities (including Fine Arts, athletics – practices and games, ACSI events, school sponsored social events including the Formal and Christmas Banquet, Beta Club and other activities as deemed appropriate by the Administration).
 - c. An administrative fee of \$25 will be assessed every 30 days.
2. 60 days delinquent: all accounts not current at 60 days are subject to dismissal from the Academy.

Discounts

The Academy offers the following tuition discounts:

- since Christlife Church provides the building and maintenance thereof, there is a 10% discount for a student(s) whose parents are tithing members of Christlife Church;
- for parents who choose to pay annual tuition in full via cash or check only (3% by April 30, 2012)
- for parents who have more than one child enrolled (1st child –full, 2nd child - \$300, 3+ children - \$500 each)
- for all officially licensed practicing members of the clergy whose children attend UFCA (5%).

Insufficient Funds Check

A \$30.00 charge will be made for each check returned because of insufficient funds. After one check, or bank draft has been returned due to insufficient funds, you will be required to pay by cash or money order. If re-depositing a check delays receipt of payment until after the 20th of the month, late charges will be assessed.

Re-Admittance

Requests for re-admittance following withdrawal will be submitted in writing and will be reviewed by the Administration. Re-admittance requests will be considered on a case-by-case basis and will include the student's status (behaviorally, academically, etc.) at the time of withdrawal. If approved for re-admittance, any outstanding balances must be paid before the student may attend classes.

School Supplies

Students at each grade level are required to purchase their own school supplies. Tuition includes the use of most of the needed workbooks and textbooks. There may be additional costs in certain classes for special supplemental materials, supplies or projects. A list of specific school supplies will be mailed to each student.

Tuition Assistance

The Academy has partnered with FAST to assist the school in making qualified tuition assistance awards to deserving Academy families. FAST assists Christian schools like ours by providing a “financial needs” assessment of parents who apply for financial aid. FAST provides third party objectivity and **confidentiality**.

Domestic Students: Financial Assistance is available on a limited basis at UFCA. Families needing such assistance should inquire with the Director of Operations. Forms should be completed and submitted to FAST for consideration of assistance grants. **Grants are made yearly and do not carry over to subsequent years.** To be eligible for grants you must meet certain income requirements and you must apply (re-apply) annually. All such requests will be considered by the Finance Committee and may be granted solely on an as-needed basis without regard to race, religious beliefs, or athletic ability.

International Students: Financial Assistance is available on a limited basis at UFCA. International families needing such assistance should complete the International Student Financial Needs Assessment Form or other documentation if needed or dictated by international circumstances. This form is submitted to the Director of Operations. All such requests will be considered by the Finance Committee and may be granted solely on an as-needed basis without regard to race or athletic ability.

- **Financial Assistance Application Policy Guide**

Re-Enrolling Applicants:

1. Must be re-enrolled for 2012-2013.
2. FAST forms are available on www.ufca.org on the “Documents” page. Please contact Amy Woods at amy.woods@unitedfaith.org if you have any questions.
3. FAST application deadline: March 1
4. Assistance decisions by Finance Committee are determined in April, June, and July for the upcoming school year.

- **Full Disclosure:** FAST advises us to tell you to use this rule of thumb to help you decide if you should apply for financial assistance: if your annual income is less than \$42,000, it is likely you will qualify for some level of award if tuition is above \$2,000. For family income levels over \$42,000: in general, you would be expected to pay an equivalent of 10% of your annual income toward private school tuition. For example, if your annual income were \$60,000, by this formula you should be able to pay \$6,000 toward tuition. However, that does not necessarily mean you would receive the entire difference since most times the available assistance is less than the total combined need of all the families.

NOTE: Financial Assistance is an annual award. Families seeking assistance must apply through FAST for the current year in which they are seeking assistance.

Withdrawals

As previously stated, if a student does not withdraw by August 1st (for 1st semester) or December 1st (for 2nd semester), **the remainder of the semester’s tuition is still due.** Exception: out of town (50 mile radius) job transfer.