

HOLY TRINITY ACADEMY
Tuition and Fees
2016-2017

PAYMENT POLICY

Holy Trinity Academy offers the following three options for tuition payment. Regardless of payment option selected tuition must be kept current. Any family who does not have their first tuition payment paid by the August deadline will lose their registration fee and their child(ren)'s name will be removed from class lists to accommodate new registrations. To have their child(ren) put back on class lists, they must pay \$150 per child to re-register their child(ren).

Option 1: Annual Plan – A 5% discount will be given for yearly tuition paid in full by August 1, 2016.

Option 2: Semester Plan – Yearly tuition is divided into two payments. The first semester payment is due August 1, 2016; the second semester payment is due January 1, 2017.

Option 3: Monthly Plan – Yearly tuition is divided into **nine** equal payments. **A \$5.00 surcharge will be added to each monthly payment.** All tuition payments are due the 1st day of each month, August through April, and will be considered late after the 5th day of the month. Any payment received after the 5th of the month will result in a \$25.00 late fee. Failure to comply with this plan will result in ineligibility for the monthly payment option unless other arrangements have been made with the Director and approved by the HTA Board.

TUITION NOTES

Tuition payments may be made by either cash, check, or credit card. Checks should be made payable to Holy Trinity Academy and may be mailed to the school or dropped off in the church office. Checks must be negotiable at the time of presentation. Post-dated checks will not be accepted. There will be a \$25.00 service charge for all returned checks. After two NSF checks, only certified funds or cash will be accepted for any future payments. Certified funds may also be required on accounts in arrears.

Parents who have not kept current on tuition payments will receive a letter to communicate with the school by a given date, or children will be excluded from school. It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need for them to contact the school office to make other arrangements when they cannot make their tuition payments on time. Quarterly report cards will not be released until tuition is brought up to date.

In the case of early withdrawal, two weeks' notice is required; payments made prior to the withdrawal will be applied to the two weeks' notice period. Tuition charges will continue whether or not the child is in school until written notice is received that the child is being withdrawn from school. In cases of extended absences, payments are non-refundable and may not be altered. No tuition refund will be made after November 1, 2016 for the first semester and March 1, 2017 for the second semester, regardless of payment option. **No tuition refund will be made at any time if a student is dismissed or asked to withdraw from school for disciplinary reasons.**

TUITION SCHEDULE:

Program	Payments Options			
	Yearly Tuition	Annual (includes 5% discount)	Semester (divided into two equal payments)	Monthly (includes \$5.00 surcharge)
Pre K 3, 3-Day (Monday, Wednesday, Friday)	\$2,970.00	\$2,821.50	\$1,485.00	\$335.00
Pre K 3, 5-Day (Monday through Friday)	\$3,825.00	\$3,633.75	\$1,912.50	\$430.00
Pre K 4, 4-Day (Monday through Thursday)	\$3,825.00	\$3,633.75	\$1,912.50	\$430.00
Pre K 4, 5-Day (Monday through Friday)	\$4,680.00	\$4,446.00	\$2,340.00	\$525.00
Kindergarten (Monday through Friday)	\$5,490.00	\$5,215.50	\$2,745.00	\$615.00

DISCOUNTS

For families with multiple children enrolled at Holy Trinity Academy, a **10% tuition discount** will be allowed for each child after the first. **Students who receive more than 50% of their tuition through scholarship (ACSTO) will not be eligible for discounts.** In addition, students who receive 50% of their tuition through scholarship (ACSTO) will be not included in the count of multiple children from a single family.

For those families who have applied for the ACSTO scholarship, tuition must be paid to HTA until HTA has received distribution of funds from ACSTO. HTA will reimburse you for any tuition payments that have been paid which are later funded by ACSTO.

FEES:

Registration: Holy Trinity Academy charges a **non-refundable fee** at the time of registration. **The Registration Fee for the 2016-2017 school year is \$150.00.**

The **Registration Fee for school year 2016-2017** is \$100.00 if received on or before January 15, 2016, or \$150.00 if received after January 15, 2016.

Families who withdraw their child(ren) after having paid the first tuition payment will forfeit the first month's tuition payment. Exception: families who receive military orders, or move out of state.

Instructional Resource Fee and Material Fee (R & M Fee): A **\$100.00 R & M Fee** for each preschool student and a **\$150.00 R & M Fee** for each kindergarten student is collected at the end of the school year for the upcoming year. The fee covers books, instructional supplies, and programs.

New families who register after the August deadline, must pay both the registration fee and Resource and Materials fee, and the tuition due at time of registration.

BEFORE AND AFTER SCHOOL CARE:

Before school care is offered every morning from 7:30am-8:20am and after school care is offered every afternoon until 5:30pm for students on the days that they attend school. Registration for these programs is requested at the time of school registration. These are pre-pay programs. The monthly fee for the before school care service is \$30.00 and the monthly fee for the after school care service is \$150.00. Occasional per day charges of \$5.00 (before school care) and \$25.00 (after school care) is also available. In addition, a lunch hour program for PreK-3's is available from 12:00pm-1:00pm for a \$30 monthly fee.

LATE PICK-UP:

If you know you are going to be late, please call the school office or your child's teacher. A child who has not been picked up within 20 minutes after dismissal time will be placed in the after school care program and charged the daily rate of \$25.00. If you are late picking up your child from the after school care program, a \$5.00 fee will be charged for the first five minutes after 5:30pm and \$1.00 for each minute thereafter.

PLEASE RETAIN THIS DOCUMENT FOR YOUR REFERENCE. YOU WILL NOT RECEIVE A PAYMENT BOOKLET OR REGULAR STATEMENTS. IT IS YOUR RESPONSIBILITY TO MAKE YOUR PAYMENTS BY THE 1ST OF THE MONTH ACCORDING TO THE PAYMENT OPTION YOU SELECT. TUITION IS SUBJECT TO CHANGE EACH SCHOOL YEAR. PLEASE INCLUDE STUDENT'S NAME ON YOUR CHECK. IF YOU HAVE ANY QUESTIONS CONCERNING TUITION, YOU MAY CALL THE SCHOOL OFFICE AT 602.248.3881.