

TABERNACLE CHRISTIAN ACADEMY
155 Academy Street
Poughkeepsie, NY 12601

**FEE, TUITION, AND PAYMENT POLICIES 2011-2012
INTERNATIONAL (I-20) STUDENT APPLICATION/ENROLLMENT FEES**

Applications for enrollment of new students should be directed to the school office accompanied by the appropriate fee. Enrollment fees are due upon acceptance to TCA.

Application Fee.....\$100/student; \$300/family max.
Enrollment Fee.....\$400/student
Re-Enrollment Fee (by April 1, 2011).....\$150/student; \$450/family max.
Re-Enrollment Fee (after April 1, 2011).....\$180/student; \$540/family max.

Re-enrollment forms and fees for returning students should be in the TCA Office by April 1, 2011 to ensure a place in next year's classes.

*** ALL APPLICATION/ENROLLMENT FEES ARE NON-REFUNDABLE***

TUITION

Tuition may be paid by one of the following ways:

- (1) in two semi-annual amounts (due August 1 and January 1).
- (2) in a single annual amount (due August 1)

Tuition is not billed unless it is late. A late fee of \$20 per month is assessed on any bill not paid by the fifth of the month in which it is due. If more than one month is owed, \$20 will be assessed for each month owed. For one child the tuition rates are the following:

Kindergarten		<u>Grades 1-6</u>	<u>Grades 7-8</u>	<u>Grades 9-12</u>
<u>Half-Day</u>	<u>Full-Day</u>			
\$3315	\$5130	\$4558	\$5020	\$5350

Note: All international students enrolled are required to pay a \$1550.00 administrative fee per child per year.

Also, please note that books are loaned to the students. Lost or damaged books will be replaced at the expense of the student.

PAYMENT POLICIES

The following statements are designed to convey to parents a clear understanding of TCA policies regarding payment of tuition and fees. Please read them carefully. If you have any questions, please call the school office.

1. Prompt payment of all accounts is necessary to enable the school to meet its financial obligations (Romans 12:8).
2. No statements will be sent unless requested or as reminders of overdue accounts.
3. The school reserves the right to exclude from classes any student whose financial obligation remains unpaid thirty (30) days after the due date.
4. Student records, report cards, and diplomas may be withheld until overdue accounts are paid in full.
5. Requests for transcripts and record releases for transferring students will not be granted until financial obligations are settled and proper withdrawal procedures are followed.
6. No student will be re-admitted to TCA until overdue tuition, fees, or other monies are settled and current re-enrollment fees are met.
7. Tuition will be pro-rated for students enrolling after the beginning of the school year.
8. Tuition will be refunded on a pro-rated basis for students withdrawing after the beginning of the school year. Fees are non-refundable.
9. All accounts must be up-to-date as of September 1 (typically two monthly payments) , and at the end of each quarter (approx. November 10, January 27, March 4).
10. Notify the financial secretary immediately if you cannot make a payment. The Financial Secretary will discuss any situation with TCA Finance Committee, which will provide a written decision to the parent. The parent must provide a current telephone number where they can be reached within three (3) days of the call to the Financial Secretary.
11. If any account is not up-to-date as of September 1, or at the end of any quarter and a waiver has not been received from the Finance Committee, the student(s) will not be allowed to attend classes.
12. The Christian School Council reserves the right to increase tuition during the school year if circumstances warrant it. Such an increase will not exceed the equivalent of one month's tuition.
13. The Christian School Council reserves the right to assess a 10% penalty upon all unpaid balances not paid up by July 31, 2012.