

FINANCE POLICY & AGREEMENT FORM

- A. **Enrollment Fee:** Fees for registration and enrollment cover the processing of applications, student files, and testing. **Enrollment fee is non-refundable.**
- B. **Tuition:** Tuition is charged to help cover the cost of instruction. All of our operating costs, including teachers' salaries, are the exclusive responsibilities of Freedom Christian Schools.
1. The annual tuition fee includes book fees, and other necessary expenses that may occur throughout the year. Tuition payments may be made in one of three ways:
 - One (1) payment – 5% discount off total tuition if paid in full by first day of school or at the time of enrollment.
 - Eleven (11) monthly payments of the total tuition amount, **due on the 1st of each month** beginning July 1st and ending May 1st.
 - Tuition is pro-rated for students enrolled after the start of the school year based upon the number of school days from date of enrollment to the last day of school. A 5% discount will be offered if total tuition is paid in full at the time of receiving the application(s).
 2. a) **All tuition payments are due on the 1st of each month.** Tuition invoices will be mailed 2 weeks prior to the due date. If a different due date is needed, please contact the business manager, Mrs. Trout to set up a different due date.
 - b) Any long-term requirements for partial payments of tuition or fees must have prior approval by the business manager, Mrs. Trout.
 3. If an account is in arrears or if any fees or charges are due, report cards, transcripts and/or diplomas will not be issued, nor will records be released. Re-enrollment may not be possible until the account is paid in full.
- C. **Book / Material Fee:** Students use a combination of purchased and rental textbooks. Rental books returned in an unusable condition will be charged with a replacement fee and must be paid before the report card will be released.
- D. **Donations:** All donations to FCS are welcome and are tax deductible. They will be used to meet the needs of the school.
- E. **Payment Methods:**
- | | |
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| Cash | --Exact amount only. |
| Check | --Make payable to Freedom Christian Schools <u>or</u> FCS.
<i>A \$35.00 fee will be charged for a check that is returned for <u>any</u> reason.</i> |
| Money Order | --Make payable same as checks (above). |

FREEDOM CHRISTIAN SCHOOLS ON-LINE ACADEMY

Freedom Christian Schools offers a full 3-12 on-line program at a cost of **\$2500.00 / year.**

This includes 5 courses and an in-home teacher visit once a week, as needed.

- English
- Math
- Science
- History
- Bible

Elementary students (3rd-6th) may attend on site music and P.E. classes. If interested, please check on the application where indicated.

Middle School (7th & 8th) and High School students (9th -12th) may take additional courses of \$500.00 / course.

Parents must fill out an enrollment application and submit along with the enrollment fee.

PRIVATE ADDITIONAL TUTORING SESSIONS

Private tutoring sessions are offered by qualified FCS staff at a cost of \$12/hr. (on site) or \$15/hr. in-home. All payments are made directly to the instructor.

For further information please contact Karen Trout @ 717-226-0425 or email: kltrout@freedomchristianschools.org