



## Tuition & Financial Policy Agreement

*Your signature is REQUIRED at the end of this document.*

### Enrollment Requirements:

- Space will not be reserved until the entire enrollment fee has been received.
- No family may re-enroll for a new school year with an outstanding balance. If at any time during the current academic year there is an outstanding balance that exceeds the enrollment fee, the enrollment fee will be forfeited to cover the outstanding balance and enrollment for the following year will need to be resubmitted.

### Annual Family Enrollment Fee (non-refundable):

- \$500 1st child, \$300 2nd child (\$800 family maximum)
- \$300 for Pre-K (only)
- International Student \$1500 1st child, \$300 2nd child (\$1800 family maximum)

### Payment Policies:

- Tuition payments are due on the 1st of each month. A finance charge of 1.5% per month on overdue balances will be assessed after the 15<sup>th</sup>.
- Accounts more than 15 days past due will receive communication reminding them of the urgency to promptly update the account.
- Accounts more than 45 days past due will be requested to submit a plan outlining a payment schedule, acceptable to the school, to update the account.
- Accounts more than 75 days past due will be subject to additional action, up to, but not limited to, expulsion of the student(s) and submission of the account to collection. The re-enrollment process will not begin until ALL past due amounts are paid in full.
- The previous month's tuition & charges must be current to participate in the hot lunch program. Lunches are billed monthly with tuition.
- **At the end of the academic year, accounts must be paid in full prior to release of report cards, diplomas, or official transcripts.**

## 2025-2026 HCA Tuition & Payment Options

PAYMENTS	PRE-K 3 DAYS	PRE-K 5 DAYS	K HALF DAY	ELEMENTARY K FULL DAY - 6TH GRADE	JUNIOR HIGH 7TH - 8TH	HIGH SCHOOL 9TH - 12TH
1 Payment Due June 1	\$2975	\$4425	\$4925	\$7975	\$9050	\$9775
2 Payments Due June 1 & Dec 1	\$1487.50	\$2212.50	\$2462.50	\$3987.50	\$4525	\$4887.50
10 Payments Jun 1 - Mar 1	\$297.50	\$442.50	\$492.50	797.50	\$905	\$977.50
12 Payments Jun 1 - May 1	\$247.92	\$368.75	\$410.42	\$664.58	\$754.17	\$841.58

*Heritage has a generous Tuition Scholarship Program to meet the needs of our families. Every year, we work with families during both the initial application process and on an annual basis to create a plan that fits each applicant's unique situation. Contact the Finance Office for more information.*

Parent Name:

Student Names & Grades:

Primary Email:

Secondary Email:

**Tuition Payment Plan (check only one):**

- 1 Payment (June 1)
- 2 Payments (June 1 & December 1)
- 10 Payments (June 1 - March 1)
- 12 Payments (June 1 - May 1)
- New Families enrolling after June 1 - 10 Payments (August 1 - May 1)

**After the first year all tuition payment plans begin on June 1 for the upcoming school year. A surcharge for processing fees will be applied to all credit card payments. A \$25 charge will be assessed for all returned payments.**

*I understand that all payments must be paid by the due date, and that my account must be current before formal transcripts will be released. I understand that I will receive a bill through my email account indicated below, and that it is my responsibility to make timely payments. Failure to meet my payment schedule will result in late fees and may ultimately result in dismissal of my child(ren). I understand that this policy will be renewed annually until I submit a formal withdrawal from Heritage.*

***I also understand that the Annual Family Enrollment Fee is non-refundable.***

Signature:

Date:

**Statement of Non-Discrimination**

*Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school.*