

# FINANCES

## DISCOUNTS

*First North Church Member Discount:* A 10% discount is given to financially supporting and regularly attending members of First Baptist North Spartanburg. Any change in status from these stated qualifications for the member rate will necessitate a recalculation of tuition fees at the point of change. It is the responsibility of the parents to inform the school if and when a change occurs.

*Family Discount:* For a family with more than one child enrolled, a 5% discount for each additional child will be given on the combined tuition rate. If a family is granted tuition assistance, the percentage granted will apply if it is more than the Family Discount. The two discounts are not cumulative.

*Senior Pastor Discount:* A 25% discount is given to a senior pastor of an established church.

## LUNCH PROGRAM

Hot lunches are \$4.75 (Preschool-6<sup>th</sup>) and \$5.25 (7<sup>th</sup>-12<sup>th</sup>) per day, which includes one beverage. All pre-ordered lunches will be billed to the parents' SCA account at the end of each month. Menus are available on the school website and will be sent home in advance to pre-order. Students are to return the pre-ordered menus to homeroom teachers.

## NON-TUITION EXPENSES

SCA offers opportunities for extra-curricular activities not covered by tuition. Included in this category are competition fees, expenses for athletics, academic teams, selected field trips, banquets, and other elective activities. Costs for these activities will be stated in advance to allow parents and students the opportunity to decide on participation.

Students will be charged for lost or damaged textbooks and library books. These charges will be billed June 1<sup>st</sup>. Charges for any books returned after June 15<sup>th</sup> will not be credited.

There may be additional costs for class projects assigned throughout the year, but every effort is made to keep these costs at a minimum. It is not possible to predict an exact amount and much of this will depend on individual choices made by students and parents. Examples of projects requiring extra cost would be a leaf collection, insect collection, science fair projects, posters, materials for book reports, etc.

## PAYMENT PROCEDURE

Statements are emailed by the 5<sup>th</sup> business day of each month. The statement will show the previous month's activity, the current month's tuition, extended care and all charges incurred the previous month and payment is due by the 20<sup>th</sup> of each month. Billed tuition includes fees for every opportunity for our defined minimum program. Billed tuition does not include lunches, athletic fees or overnight grade level field trips. SCA memorabilia items, uniform t-shirts and PE uniforms must be paid for when purchased and are not billed to the account.

Payment options include:

- Cash or Check (may be mailed in, placed in the drop box in the reception area, or given to the receptionist if receipt required)
- Debit Card, Credit Card or E-Check (online option only)

Late Payments:

- Accounts not paid in full before the late date (25<sup>th</sup> of each month) are assessed a \$35 late fee.
- Accounts for Extended Care and preschool (K3-K4) must be paid in full by the end of each month or the student will not be able to return until the bill is paid in full.
- Accounts that are 30 days past due will be restricted from charging other fees such as athletic charges, lunch charges, etc.

Accounts must be current (no outstanding charges beyond 30 days) at the following check-points during the year:

- Re-enrollment – account must be current before application and fee(s) are accepted to hold student’s place(s) for the following year
- Beginning of school – account must be paid through July before student(s) may attend school
- Upon the releasing of report cards at the end of each nine week period
- Second semester-account must be paid through December before student(s) may return to school after Christmas break
- Withdrawal – no transcripts or grades (official or unofficial) will be released until account is paid in full; the new school will be notified if a student has a failing status
- Kindergarten Graduation – no student will be allowed to participate in the ceremony unless the account is paid through May
- Seniors will not receive a diploma or be able to participate in the ceremony unless the account is paid in full
- Year-end – account must be paid through May for final report cards to be released
- All major trips (5<sup>th</sup> grade Barrier Island, 8<sup>th</sup> grade Washington DC, senior trip, and summer athletic camps) must be paid in full before departure.

A detailed Financial Information sheet is published separately and is a complete list of all charges assessed by SCA.

Tuition Payments Plans (a \$25.00 penalty fee will be incurred for payment plan changes after June 1):

- Annual Plan – Prepayment of all tuition by June 20, *receive a 3% discount\**
- Semi-Annual Plan – Prepayment of one-half of tuition by June 20 and the remaining half prepayment by December 20, *receive a 1.5% discount\**
- Monthly Plan – Amount varies depending on month of enrollment

*\*Discount applies ONLY if payment is received by specified due date*

### **STUDENT INSURANCE**

All students are covered under a blanket accident policy with the AIG/Sadler Sports during school hours and activities. This policy is a secondary coverage which will back up the parents’ primary carrier. Should a situation arise without a primary coverage, AIG/Sadler Sports becomes the primary. This policy is funded by the registration fee, and there is no deductible. All accidents must be reported to the school office immediately and claims submitted within six weeks from the date of release from the physician. Call the school nurse or athletic secretary for claims information. The policy covers medical expenses resulting from injuries sustained at school or school sponsored functions only.

### **TUITION ASSISTANCE**

Applications for tuition assistance are available on the SCA website under the Admissions tab. Tuition assistance is not available for students in K3 or K4. An independent organization will provide a preliminary evaluation which will assist SCA in disbursing funds. It will not be given on a first come first serve basis. Due to the limited reimbursement of the scholarship funds, this program has stringent limitations.

### **WITHDRAWAL POLICY**

- Enrollment at SCA is a commitment for the entire year.
- Parents who wish to withdraw their student from school must notify the Headmaster in order to initiate withdrawal procedures.
- All outstanding bills are to be paid and all textbooks and SCA materials returned before school records, grades, or transcripts can be released to any school or institution.
- *Parent-choice withdrawal* is defined as withdrawal for any reason other than 1) parental job change or transfer which results in the student relocating more than 50 miles from the campus, or 2) termination of enrollment by Administration (expulsion, etc.). *Penalties for parent-choice withdrawal are listed below.*
  - **Withdrawal prior to beginning of school year before June 15**, the parent is obligated to pay all tuition fees billed through the date of withdrawal.

- **Withdrawal prior to beginning of school year after June 15**, a \$400 withdrawal fee per student is assessed and parents are obligated to pay all tuition fees billed through the date of withdrawal.
- **Withdrawal during the school year** will constitute a \$400 withdrawal fee per student and payment for number of days enrolled.