

The King's Academy Financial Agreement

Tuition and Fees

- Tuition and fees are payable to The King's Academy or designated entity of the school.
- All fees and June and July tuition are **non-refundable and non-transferable** except when a student is not accepted.
- The New Student Application Fee will be due when the Admission Application is submitted online. The Enrollment Fee, for new and returning students, is due when the Enrollment Packet is submitted online.

Monthly Tuition and Other Student Charges

- The parent, or legal guardian, is responsible for making tuition and fee payments on time, even if payments are made by another party.
- Tuition is due on the 1st of the month and late after the 10th of the month.
- Payment must be made online, thru auto-draft, delivered to the office by an adult or mailed (postmarked no later than the 10th of the month). Note: If paying by credit/debit card, a service charge will be assessed by FACTS at the time of payment.
- Teachers and Teacher Assistants are not allowed to accept tuition payments.
- Parents, or legal guardians, should not send tuition payments to school through their child.
- Any financial obligations including tuition, lunch, extended care, overnight field trips, yearbooks, etc. will be charged to the student account and reflected on the monthly statement.
- Payments made to The King's Academy are posted to the oldest invoice first.

Late Tuition

- There will be a **\$30.00 per student** late charge assessed to all tuition payments received after the 10th of the month.
- If the 10th falls on a weekend or holiday, payment is due by 3:00 p.m. the following business day, and no late fee will be charged.
- Late fee charges will be posted on the monthly account statement emailed each month.

Two-Month Delinquent Account

- The parent, or legal guardian, will be notified if the amount due becomes two-months delinquent. Payment in full must be received by the finance office by the 15th of the second month for the student to be allowed to attend classes on the 16th day of that month or the next scheduled school day.
- Checks presented must be dated for the day given or a previous date; no checks will be held for future deposit.
- The administration reserves the right to require two-month delinquent payments to be made in cash, cashier's check, or money order.
- Late fees will not be waived.
- The student may return to class the day the balance has been paid in full.

Registration Day

- All accounts must be current by Registration Day in order for the student to register.
- The administration reserves the right to require two-month delinquent payments to be made in cash, cashier's check, or money order.
- Late fees will not be waived.

Failed Payments

- TKA will assess a charge of **\$50.00** for any check, ACH payment, or credit/debit card payment returned to the school for insufficient funds or any other reason. This is in addition to the FACTS Failed Payment Charge. If two payments are returned unpaid, all future payments must be made in cash, cashier's check or money order.

Student Withdrawal

- If a student withdraws during the academic year, all fees are forfeited. In addition, tuition will be charged for the remaining days of the month in which the student withdraws.

End of School Year Payments

- The total amount due on the emailed May statement must be paid in full by May 15th for a student to be allowed to attend classes on May 16th.
- Late fees will not be waived.
- Any charges on the account that occur after May statements are emailed must be paid in full before the student can receive his/her diploma, report card, transcript, and/or school records.

Release of Records/Re-acceptance

- No report card, transcript, diploma or student records will be released if there is an outstanding balance on the account.
- Once the account is paid in full, records will be released within 10 business days.

Financial Aid

- If the student receives financial aid, the money awarded will be applied monthly.
- If the student withdraws before the end of the year, the school will retain the balance of the award.

Home School Students

- Enrollment Fee and Tuition are prorated based on number of classes.
- Home School Students are not eligible for Financial Aid.