



# HORIZON CHRISTIAN SCHOOL FINANCIAL POLICY

Unless otherwise informed, we assume at the time you enroll your student(s) that you are committed to keeping your student(s) at Horizon for the entire coming year. Most decisions regarding staff, room assignments, curriculum, and equipment purchases are made based on the accurate number of students enrolled for the coming year as of April 1 of the preceding year. The following financial policies were formulated for this reason. Please read the following very carefully. If you have questions regarding these policies, please contact admissions.

**Application Fee:** A non-refundable application fee of \$35 will be charged for each application at the time of submission.

**Enrollment Fee:** A non-refundable, non-transferable enrollment fee will be charged for each new and returning student and will be rolled into the tuition payment. (see Tuition & Fee Schedule)

**Withdrawals:** All unpaid tuition and fees are due at withdrawal. If tuition has been pre-paid, a pro-rated amount will be refunded based on the withdrawal date. Students will be withdrawn if tuition payments exceed 60 days in arrears.

**New Withdrawal Fee:** This fee applies to each returning student who withdraws after May 31 or each new student who withdraws after September 30th. For mid-year enrollments, the fee applies if withdrawal occurs more than six weeks after enrollment. The cost is necessary due to the expenses incurred in the budget due to late withdrawals.

**Parent Volunteer Program:** To help keep our tuition lower while providing the best possible academic experience for the cost, parents with students in full-day Kindergarten-12th grade shall choose one of two service options:

**Option 1:** Serve a minimum of 20 hours per family per school year. Families will be billed on June 1 for hours they could not serve.

**Option 2:** Pay a \$200 service fee (per family).

**Fee Payments:** Tuition is charged annually but may be paid in one installment (3% discount if paid by July 1 before the school year) or monthly installments (12 months beginning July 1 or pro-rated based on registration date). Tuition and fees must be paid in full by June of the respective school year. Students will not be considered enrolled for the new year until their financial account for the previous year is settled. Graduating seniors will receive their diplomas once all tuition and fees are paid in full.

**FACTS Tuition Management:** All tuition and fees are paid directly to FACTS Tuition Management. Each new family must establish an account with FACTS Tuition Management and select a payment option. Students will only be considered enrolled and are eligible to attend classes once their FACTS account has been established. FACTS accepts credit card and ACH withdrawal payments only. Each family establishes monthly payment due dates through FACTS. Monthly payments must be maintained, and accounts over 60 days in arrears will result in the student's withdrawal from school. In arrears, accounts will be turned over to a collection agency, and the account holder will be responsible for all collection fees.

**Mid-year Enrollment:** Tuition shall be prorated for students enrolling after the school year begins.

**Incidental Fees:** Additional required and optional fees are listed on the Tuition & Fee Schedule. Parents are responsible for respective costs and due dates.

**Change of Payment Plan Fee:** A \$50 fee will be charged each time a Tuition Payment Plan is changed.

**Late Fee:** A late fee of \$35 per family will be charged for each late tuition payment.

**FACTS Tuition Management Company NSF:** A \$30 fee is charged for each "Insufficient Funds" occurrence on an account.

**Reinstatement Fee:** A \$75 Reinstatement fee will be charged if a student withdraws and reenrolls in the same year.