



# 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 of the decisions regarding staff, room assignments, curriculum, and equipment purchases are made based on an estimate of the 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 this policy, feel free to contact the school office for clarification.

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

**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)

**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 man-hours per family per school year. Families will be billed on June 1 for hours they were unable to serve.

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

**Fee Payments:** Tuition is charged on an annual basis but may be paid in one installment (3% discount if paid by July 1 before the school year) or in 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 not receive their diplomas until 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 not be considered enrolled and are not eligible to attend classes until their FACTS account has been established. FACTS accepts credit card and ACH withdrawal payments only. Monthly payment due dates are established by each family 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 fees associated with collections.

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

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

**Returned Check Fee:** A \$40 fee is charged for any returned check in addition to the late fee.

**FACTS: Tuition Management Company NSF:** A \$30 fee is charged for each occurrence of "Not Sufficient Funds" in the account.

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

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 Students will be withdrawn if tuition payments are more than 60 days in arrears.