

FINANCIAL POLICY



ALL PROGRAMS

Enrollment: Enrollment and New Student Testing fees are NOT refundable. Parents acknowledge a present intent to enroll Student upon acceptance and that CCA would incur a financial loss by the untimely withdrawal of Student(s) after acceptance into the academic program. Upon notice of acceptance, Student(s) shall be deemed to be enrolled in CCA for the 2017-2018 academic year.

Late Enrollment: When a student enrolls on or after the first day of class, tuition is prorated based on the start date in the month. Before the 15th of any month, 100% of the tuition is charged. After the 15th of any month, 50% proration of the month will be charged. Payment is due within 7 days of submittal of Financial Agreement. Students are not considered enrolled until payment is received.

Delinquent Accounts: At 5 days past due, Jupiter Grades/Homeschool Reporting access will be turned off until the account has been made current. At 30 days past due, student(s) cannot attend classes until account has been made current. A family with any tuition, courses or electives not paid after 40 days will be subject to dismissal. Student records will be held until the delinquent account is paid. All accounts must be current at the beginning of each semester for the student to continue enrollment and Jupiter Grades/Homeschool Reporting access granted.

If you find you have an unexpected financial situation that may cause you to make a late payment or requires financial consideration, please contact the Business Office to discuss possible options. We cannot help if we are unaware of the situation; therefore, we ask parents to let us know of any issues immediately so we can work together on a solution.

Forgiveness of Money Due: This Financial Agreement contains the entire agreement of the parties hereto. All alterations, changes, modifications, or amendments to this Financial Agreement must be set forth in writing and shall only be effective upon approval of the Board of Directors or the party to be bound. Any Family requesting any change in the terms of this Financial Agreement prior to the expiration of the academic year must complete the appropriate form(s) as a formal request for modification in writing. Application for any modification is subject to approval of CCA's Board of Directors in its sole discretion.

Withdrawals: Parents are responsible for all tuition, supplies, and other charges due for the entire school year even if the student(s) is withdrawn, suspended, or dismissed either voluntarily or involuntarily. For example: if you have signed up to pay the monthly tuition payment plan and you withdraw your child on October 15th, you would still be responsible to pay the remaining months of tuition, even though your child has been withdrawn. Any request for withdrawal will be subject to a \$200 Administrative Fee.

Tuition Assistance: Assistance is available to all Hybrid families, on a first-come, first-serve, need basis.

Vacation, Holiday, Illness: Credits are not available for vacations, holidays or illnesses.

In the event of a default in financial obligations set forth in this agreement, parents agree that CCA has the right of enforcement and collection to resolve the default. The default may be resolved through the process of collections or through Mediation and is at the sole discretion of the CCA Board of Directors. Any costs associated with mediation would be the responsibility of the parents.

HYBRID OR BOTH PROGRAMS (families enrolled in Hybrid and Connections):

Payment Options: You may pay in one or two (semi-annual) payments or make 10 monthly payments. There is a finance charge on the total amount due if choosing the semi-annual or monthly payment options. Payment Plan will be selected at the time of Enrollment when completing your Financial Agreement. You may change your Payment Plan up to May 31st without penalty. After May 31st, a \$100 Payment Plan Change Fee will be added to your tuition invoice.

Payment Method: Families choosing the monthly payment option will be required to pay through CCA AutoPay, or electronic transfer of funds. You may request to opt-out if you have met the criteria. The Opt-Out of payment method form is available on the school website. Annual and Semi-Annual payment plans may be paid with check, cash or by using the Paylink on your invoice to pay directly from your bank account.

Monthly Payment Plan - \$25 per month finance charge. Invoices will be sent on the 25th of each month, starting in June and ending in March. You may choose from two pay dates, the 5th or 20th of each month, July to April. Late Enrollment: Payment plan will be adjusted according to the date you enroll.

- Any payment that does not clear will be charged a NSF (Non-Sufficient Funds) fee of \$40, no exceptions.
- If payment is not made either by check, cash or by using the Paylink on your invoice to pay directly from your bank account within 5 days of being notified that payment did not clear, a Late Fee of \$30 will be assessed.

Semi-Annual Payment Plan - \$125 finance charge for semi-annual. Invoices will be sent June 25th and November 25th Payment is due by the 5th of July/December. Any other items needing to be invoiced after the tuition is paid, will be due on the 5th of the month.

- Any invoice not paid within 5 days of the due date will be assessed a \$30 Late Fee.
- Any payment that does not clear will be assessed a NSF (Non- Sufficient Funds) fee of \$40, no exceptions.

Annual Payment Plan (one payment)- \$0 finance charge for annual payment plan. Invoices will be sent on June 25th and Due July 5th. Any other items needing to be invoiced after the tuition is paid, will be due on the 5th of the month.

- Any invoice not paid within 5 days of the due date will be assessed a \$30 Late Fee.

- Any payment that does not clear will be assessed a NSF (Non- Sufficient Funds) fee of \$40, no exceptions.

CONNECTIONS PROGRAM

Payment options: You may pay in one payment or 10 monthly payments. There is a 10% finance charge on the total amount due if choosing the monthly payment option. Families choosing monthly payment option will be required to pay through CCA AutoPay, or electronic transfer of funds. You may request to opt-out if you have met the criteria. The opt-out of payment method form is available on the school website. Payment Plan will be selected at the time of Enrollment when completing your Financial Agreement. You may change your Payment Plan up to May 31st without penalty. After May 31st, a \$100 Payment Plan Change Fee will be added to your tuition invoice.

Payment Method: Families choosing monthly payment option will be required to pay through CCA AutoPay, or electronic transfer of funds. You may request to opt-out if you have met the criteria. The opt-out of payment method form is available on school website. Annual and Semi-Annual payment plans may be paid with check, cash or by using the Paylink on your invoice to pay directly from your bank account.

Monthly Payment Plan - Invoices will be sent on the 25th of each month, starting in June and ending in March. You may choose from two pay dates, the 5th or 20th of each month, July to April. Late Enrollment: Payment plan will be adjusted according to the date you enroll.

- Any payment that does not clear will be charged a NSF (Non-Sufficient Funds) fee of \$40, no exceptions.
- If payment is not made either by check, cash or by using the Paylink on your invoice to pay directly from your bank account within 5 days of being notified that payment did not clear, a Late Fee of \$30 will be assessed.

Annual Payment Plan (one payment)- \$0 finance charge for annual payment plan. Invoices will be sent on June 25th and Due July 5th. Any other items needing to be invoiced after the tuition is paid, will be due on the 5th of the month.

- Any invoice not paid within 5 days of the due date will be assessed a \$30 Late Fee.
- Any payment that does not clear will be assessed a NSF (Non-Sufficient Funds) fee of \$40, no exceptions.