



TUITION AND PAYMENT POLICIES 2010/2011



Annual Tuition

- K4 3 day \$1662.61 per year (\$166.26 per month for 10 months)
5 day \$2262.10 per year (\$226.21 per month for 10 months)
- K5 \$4807.71 per year (\$400.64 per month for 12 months)
- Grades 1-5 \$8224.93 per year (\$685.41 per month for 12 months)
- Grades 6-12 \$8378.53 per year (\$698.21 per month for 12 months)

Family Discount

3rd child and each additional child – 10% discount.

Full time minister discount – please call the office.

Full year tuition payment – 5% discount – must be paid by June 30, 2010.

Matriculation – non-refundable

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|---------------------|-----------------------------|------------------------------------|-----------------------------|
| K4 | \$150.00 per year per child | 7 th – 8 th | \$300.00 per year per child |
| K5 -6 th | \$250.00 per year per child | 9 th – 12 th | \$350.00 per year per child |

Enrollment is not complete until matriculation fees are paid.

- **Tuition payment schedule** Tuition is set as an **annual fixed amount**. This figure is divided into 12 payments for the convenience of monthly budgeting. Tuition payments begin June and run through May. K4 tuition is divided into 10 monthly payments beginning August 1. Summer payments are not to be considered as prepayment. Students enrolled during the summer must still pay the full amount and may make arrangements with the school office to pay the prior tuition.

- **Tuition is due on the 1st of each month and late after the 5th of the same month.**

Past due payments

- **If a past due amount exists on the account after the 5th, a 5% late payment fee on the balance will be assessed to the account monthly.**
- If an outstanding balance becomes more than sixty(60) days past due, all enrolled children must remain at home until the account is brought up to date.
- No student may be re-enrolled whose family account has an outstanding balance from the previous year.
- Official records to include transcripts and report cards for a student will be released only after all charges for that student have been paid in full.

Tuition refund policy

- If a family is required to move more than sixty(60) miles from the school's location and has prepaid, a partial refund in tuition may be warranted. Any request for the refund of tuition should be made, by letter, to the school office.
- If such a move takes place during the summer months and the refund is approved, 100% of the paid tuition may be refunded retroactive to June 1.
- If the move takes place during the academic year and the refund is approved, a pro-rated portion of the tuition may be refunded based on the percentage of 180 days that the child is enrolled.
- Withdrawals for any other reason do not warrant a refund in tuition.
- Matriculation fees are not refundable.

Returned checks and insufficient funds

- If a check is returned by the bank to the school, a NSF fee of \$25.00 or 2%, whichever is greater, will be charged to the family account.
- If the check is returned the second time, it will be charged back to the family account. Payment in cash, money order or certified check will be required.

Tuition Assistance Program (TAP)

- One of the goals of the school's need-based Tuition Assistance Program is to assist those families with tuition in the midst of an unexpected financial crisis.
- Requests for TAP should be directed to Cecilia Robinson in the school office.
- All Tuition Assistant recipients are required to pay via automatic bank draft.

Payment through bank draft

- Covenant Academy provides families the option of paying tuition and fees via automatic bank draft. There is no charge to the family to facilitate this process. For information contact Cecilia Robinson in the Business Office.

Tuition payments should be mailed to Covenant Academy, 4652 Ayers Road, Macon, Georgia 31210.
When school is in session, payments may be brought to the school office.