

TUITION AND PAYMENT POLICIES (2008-09)

Annual Tuition

- K4 3 day \$1466.15 per year (\$146.61 per month for 10 months)
5 day \$1994.80 per year (\$199.48 per month for 10 months)
- K5 \$4451.58 per year (\$370.97 per month for 12 months)
- Grades 1-5 \$7253.03 per year (\$604.42 per month for 12 months)
- Grades 6-10 \$7388.48 per year (\$615.71 per month for 12 months)

Family discount

- 3rd child -10% discount
- Full-time minister discount available –please call the office
- Full tuition payment up front - 5% discount

Matriculation/Re-enrollment fee

- K4 \$100.00 per year
- K5 -10 \$200.00 per year

- Matriculation fee is due April 1, 2008, for the next school term. This fee covers costs of the curriculum, etc. **This may be paid in split payments but must be paid in full by April 1, 2008. This is always non-refundable.**

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. 4K 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.
- **A family who enrolls their child(ren) for the 2008-09 academic year contractually agrees to pay 100% of the tuition, even if circumstances cause the family to withdraw their child(ren) at any point after the school year starts. The only exception to said contract is set forth below under the tuition refund/waiver policy.**
- 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 \$20 late payment fee will be assessed to the account.
- 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 account has an outstanding balance from the previous year.
- Grades and report cards for a student will be released only after all charges for that student have been paid in full.

Tuition refund/waiver policy

- If a family is required to move more than sixty (60) miles from the school's location and has prepaid, a partial refund/waiver 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/waiver 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/waiver is approved, a pro-rated portion of the tuition may be refunded/waived based on the percentage of 180 days that the child is enrolled.
- Withdrawals for any other reason do not warrant a refund/waiver 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 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 Dede White in the school office.
- All Tuition Assistance 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 more information, contact Dede White in the school 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.

By signing below, we acknowledge that we have read and agree to be contractually bound to the written tuition & payment policies stated above. We also acknowledge my child's attendance is contingent upon this form being signed and returned.

Signature of father/guardian

Signature of mother/guardian

Date

RE-ENROLLMENT FORM
2008-09 SCHOOL TERM

Covenant Academy
4652 Ayers Road
Macon GA 31210
478-471-0285

Please return to school office, Attn. Dede White, by **Friday, February 8, 2008**. Please list students by grade, beginning with the oldest.

*** DO NOT LIST STUDENT THAT IS NOT YET ENROLLED AT CA***

Student's Name	Present Grade	Re-enrollment Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Re-enrollment for family: \$_____

__My child(ren) listed above **will return** for the 2008/2009 school year. The **non-refundable matriculation** for each child is enclosed. Families may pay the matriculation through one of two methods. **(Please check one)**.

__I am paying the full amount of \$_____ now and am enclosing it with this completed re-enrollment form.

__I am paying 50% of the matriculation fee now. This amount of \$_____ is enclosed with this completed re-enrollment form. I understand the remaining two 25% installments will be billed on my account with the school, billed and due in March and April. The final installment is due by April 1st, 2008 with April's tuition payment.

__My child(ren) listed above **will not return** for the 2008/2009 school year.

Comments:

By signing below, we acknowledge that we have read and agree to be contractually bound to the written tuition & payment policies stated above. We also acknowledge my child's attendance is contingent upon this form being signed and returned.

Signature of father/guardian
responsible for tuition

Signature of mother/guardian
responsible for tuition

Date

Tuition for the 2008-2009 academic year, will be financed over 12 equal installments for grades K5-10th, beginning June 2008, with no finance charge. K4 tuition will be financed over 10 equal installments beginning August 2008, with no finance charged. Payments are due by the 5th of each month and assessed a \$20.00 late fee for payments after this date.