

Milford Christian Academy – Policy Statement

Subject: Financial Policy – Tuition Payments

Release Date: September 9, 2008



Effectivity

This policy statement is effective as of the Release Date noted above. This policy supersedes all prior policy statements regarding payment of Tuition and Fees, and is effective for the school year 2008/2009.

Purpose

This policy defines the expectations related to Tuition obligations that are agreed to by student families upon enrollment at MCA.

Scope

Timely payments are critical to assure that MCA remains fiscally responsible to commitments made to staff and other service providers.

When a student is enrolled at MCA, a binding agreement is made between the student's parents/guardians that establishes both a financial and personal relationship between MCA and the parents/guardians. This policy defines the financial responsibilities and expectations relative to the payment of tuition and fees.

Policy

All tuition payments are due the 1st of the month. **PAYMENTS RECEIVED AFTER THE FIRST OF EACH MONTH ARE CONSIDERED OVERDUE.** A late fee of 10% will be assessed if payment is not received by the 7th day of that month. MCA is not required to send reminders of due payments to parents/guardians. A call by the parent/guardian to the School Principal (or designee) is required before the 1st of the month if a problem making payment is anticipated. During the call/conversation with the School Principal (or designee), the method to be used to fulfill the financial obligation must be stated, and must provide both amounts to be paid and the dates payments can be expected by the school. The School Principal (or designee) will provide feedback to the parent/guardian on the payment method to make sure that a mutually acceptable plan is in place.

If tuition payment, and any additional fees (including late fees), are not paid in full by the end of the month, the parent/guardian must contact the MCA School Board, through the school office, to communicate the recovery plan that will be used to meet the financial obligation.

If tuition payment, and any additional fees (including late fees), are not paid in full by the end of the second month, and there is no mutually agreed to plan between the parent/guardian and the MCA School Board, the affected student will be suspended from school. After two weeks, if payment of outstanding tuition and fees has not been made in full, and there is no mutually agreed to plan with the MCA School Board, the affected student will be dismissed from school.

Milford Christian Academy – Policy Statement

Any banking fees incurred by MCA due to returned checks will be billed to the account of the parent/guardian who presented the payment.

All payments must be current, or a plan in place and approved by the MCA School Board, before a student's grades/report card is released at the end of each quarter (and subsequent grading periods).

Graduation diplomas are issued upon completion of all financial obligations. Any request for records and transcripts may not be granted until all financial obligations are paid and proper withdrawal forms are completed.

For students transferring to another school, any request for records and transcripts may not be granted until all financial obligations are paid and proper withdrawal forms are completed.

All payments must be current, or a plan in place and approved by the MCA School Board, before a student may be re-enrolled at MCA. In addition, all payments for any and all prior school years must be current before a student may commence attendance at classes at MCA.

Parents/Guardians are required to sign a commitment document stating that they are in agreement with the policies of MCA as defined herein. This policy, and the financial payment statement is part of this agreement.

Precedence

This policy shall be repeated in the MCA School Handbook. While this policy is in force and not otherwise superseded, where there are differences between this policy statement and what is found in the MCA School Handbook the MCA School Handbook shall be considered as the guiding policy.

Forms

As part of the enrollment process, this policy is provided to the parent/guardian and an acknowledgement form must be signed before the student may be considered enrolled. A copy of this policy will be made available on the MCA website (currently at www.milfordchristianacademy.org), along with associated forms.