



## METRO CHRISTIAN ACADEMY | FINANCIAL POLICY

### General Information

A parent or legal guardian may enroll students. Any other custody arrangements or family situations shall contact the Admissions Office prior to enrollment to discuss the appropriate enrollment process. If changes to legal guardianship occur subsequent to enrollment, it is the legal guardian's responsibility to contact the Admissions Office. The tuition payment policy and withdrawal policy will still apply.

A one-time New Student Fee, (\$400 9th-12th • \$350 K-8th • \$150 P3 & PreK) is due the first year of enrollment for all new students.

A \$350 non-refundable and non-transferable enrollment deposit, (\$200 for P3 & PreK, \$450 for Spanish Immersion students), and international student deposit as defined below for international students is due for all new and returning students. This deposit will be applied toward the respective student's tuition balance. All returning students requesting re-enrollment after the re-enrollment period ends will be subject to space limitations. Enrollment is only guaranteed after the receipt of your paid enrollment deposit, available space in the grade confirmed, and all admissions requirements have been met. A student is considered enrolled once all those conditions have been met, even if the student has not yet attended class for the academic year.

For all International Students, an international student deposit of \$2000 applies.

Multi-student discounts are determined on the basis of tuition rate (highest to lowest) regardless of enrollment date and are applicable only to individual households. Multi-student discounts are granted to students within the same household and are forfeited upon withdrawal.

Students who are enrolled in concurrent programs provided through Metro may be eligible for prorated tuition discounts depending upon student schedules.

The first tuition payment of each payment option (Cash Lump Sum, Two Payments, Four Payments, Monthly or Early Childhood Monthly [EC]) is due no later than June 1 or June 15 (July 1 or July 15 for EC Monthly) or **at time of enrollment, if after June 1**. After the payment due date(s), a late fee will be assessed.

A \$45 fee plus applicable processing fees will be charged for payments returned for any reason. After two payments are returned for insufficient funds in a school year, the family will need to meet with the Business Office.

Tuition payments received will be applied in the following order: 1) returned check fees; 2) late payment fees; 3) tuition and fees (oldest invoice first).

For all fees/other charges, the balance is due no later than **30 days after the invoice date**. Late fees of \$25 per student will be assessed.

Metro is unable to release merchandise or allow participation in an activity until the charges for uniforms, activities, etc. is received.

Credit card payments are accepted for enrollment deposits as well as other tuition and fee payments. If the financially responsible party elects credit card payment they will be responsible for the processing fees of the transaction amount.

In accordance with OSSAA Rule 9 section 8(e)(4) Metro cannot accept payments, including but not limited to tuition, for a student-athlete from a source outside the student's immediate family.

**Transcripts, class schedules and other academic records, including but not limited to grades and report cards, may only be released for all accounts in good standing with the Business Office.**

This also includes returning all textbooks, library books, school-owned equipment/uniforms, etc. prior to the release of transcripts and other academic records.

Consolidated activity fees, athletic fees, fundraising proceeds and other fees are non-refundable.

The family account must be in good financial standing and all admissions requirements met in order for enrollment to be accepted for any member of the family.

Accounts are considered delinquent if a balance is outstanding more than 60 days with no associated payment plan/arrangement. All payment plans/arrangements must be approved by the Business Office, must be in writing, and must be signed by the parent/legal guardian or financially responsible party.

#### **Tuition Lock-In Rate for 9th Grade**

When enrolling your student for the 9th grade, you have the option of participating in the Tuition Lock-In Rate program. This program allows you the opportunity to lock in your student's tuition for all 4 years of high school. Below are the guidelines for the Tuition Lock-In Rate program:

Refunds for mid-year withdrawals, either voluntary or involuntary, are not available.

If applicable, tuition assistance awarded for any year would be deducted from the tuition lock-in rate amount and the net amount would be due.

If inflationary assumptions are not realized, a refund would not be provided.

#### **Enrolling After School Starts**

Tuition and multi-student discounts will be prorated based on the quarters for which a grade will be rendered.

#### **Subsequent Change to Grade Enrolled**

Any requests to change the grade level enrolled subsequent to submission of the online enrollment contract need to be made in writing to [helpdesk@metroca.com](mailto:helpdesk@metroca.com) and must be approved by the respective principal. Parent/legal guardian and/or financially responsible party will be responsible for all tuition and fees for the new grade.

**Payment options must be finalized during the enrollment process. If subsequent changes need to be made, please contact the Business Office at [businessoffice@metroca.com](mailto:businessoffice@metroca.com).**

### **Payment Option Plans**

#### **Cash Lump Sum** - no convenience fee

- Tuition and fees are due **on or before June 1**.

- After the payment due date, a late fee of \$125 per month per student will be assessed until payment is received.

#### **Two Payment Option (60/40)** - includes a \$150 convenience fee per student

- 60% of tuition and fees are due **on or before June 1**.

- 40% (the remaining balance) is due **on or before September 1**.

- After the payment due date, a late fee of \$125 per month per student will be assessed until payment is received.

#### **Four Payment Option (40/20/20/20)** - includes a \$300 convenience fee per student

- 40% of tuition and fees are due **on or before June 1**.

- 20% is due **on or before September 1**.

- 20% is due **on or before December 1**.

- 20% (the remaining balance) is due **on or before March 1 of the following calendar year**.

- After the payment due dates, a late fee of \$125 per month per student will be assessed until payment is received

#### **Monthly Payment Option** - includes a \$450 convenience fee per student.

-Twelve (12) monthly equal payments to begin in June and end in May of the following calendar year. Auto draft information is due to be submitted by May 1.

-Payments will automatically be drafted each month either on the 1st or the 15th as selected by the financially responsible party.

-After the payment due dates, a late fee of \$50 per month per student will be assessed until payment is received.

-Additional payment option details may be communicated to parents prior to first payment date.

#### **Early Childhood Monthly Payments (P3 & PreK only)** - no convenience fee

- Ten (10) monthly equal bank drafts to begin July 1 and end April 1. Account information is due to be submitted by June 1.

-Payments will automatically be drafted each month either on the 1st or the 15th as selected by the financially responsible party.

-After the payment due dates, a late fee of \$50 per student per month will be assessed until payment is received.

### **Credit Card Payments**

If the financially responsible party elects credit card payment, they are responsible for payment of any processing fees.

### **Students Withdrawing**

Metro's refund policy is to protect the school from unanticipated financial loss and to ensure accurate financial projections. Metro relies on commitments of enrollment when establishing the operating budget for the school. There are many expenses of a continuing nature, such as faculty salaries and facilities maintenance that require annual obligations. An executed and signed enrollment agreement constitutes a financial contract between the parent/legal guardian and Metro.

Grades, testing results, or transcripts of the student withdrawing will not be released to the family or any other source until the account is paid in full, including all outstanding fees for the year.

We are not able to prorate non-refundable fees or refund funds generated through student fundraisers in the event a student withdraws or is dismissed from Metro. In addition, in the event a student raises funds in excess of participation fees, trip expenses, etc., the excess funds will go towards the respective class or program. The excess funds cannot be refunded to the student.

Accounts on payment plans may owe the school additional funds to meet the prorated amount due at the time of withdrawal.

- A typed or handwritten statement requesting student's withdrawal must be submitted to the Admissions Office for official withdrawal. Withdrawal forms are available in the Admissions Office. **VERBAL NOTIFICATION TO ANY STAFF MEMBER DOES NOT CONSTITUTE A WITHDRAWAL WITHOUT AN ACCOMPANYING WRITTEN NOTIFICATION.**

- Payment plans are considered cancelled once written notification of withdrawal has been given to the Enrollment Office. At that time, any outstanding balance is due.

- Grades, testing results, or transcripts of the student withdrawing will not be released to the family or any other source until the account is paid in full, including all outstanding fees for the year and textbooks and school-owned equipment is returned, and locker is cleaned out, if applicable.

- Students who withdraw from MCA before the end of the semester shall not have a grade recorded for the semester. A progress report may be issued.

Refunds are available for unused tuition as listed below:

Students withdrawing after July 1 will be responsible for first quarter tuition and fees.

Students withdrawing after September 15 will be responsible for first semester tuition and fees.

Students withdrawing after December 1 will be responsible for first semester and third quarter tuition and fees.

Students withdrawing after February 15 will be responsible for tuition and fees for the full year.

Forfeited tuition is liquidated damages for services contractually agreed upon.