

ACS Financial Policies

Discounts

- For families that qualify for both the “Community Servant” and “Multi Student” discounts, they will only have one discount type applied to each child’s tuition. The school will apply only the larger percentage available per child. (For example - For a family with two children that also qualifies for a Community Servant discount, we will apply the Community Servant discount of 7% to the first child and the second child will receive the Multi-Student discount of 10%.)
- A 5% discount on tuition is available to families that pay their tuition in full by June 1 of the upcoming school year. This is the only discount that may be stacked with either the “Community Servant” or “Multi-Student” discount.
- If a family receives financial aid or has prorated tuition, any discount will be applied to the already lowered price.
- Fees are not eligible for any discounts.
- Discounts are only eligible for 5-day, full time programs. Part time Preschool programs do not qualify for discounts.

Discount	Amount
Full Pay Tuition by June 1	5%
Community Servant (Military, First-Responder, Pastor)	7%
Multi-Student Discount	Second - 10%; Additional - 15%
Financial Aid	Determined through application process

Financial Aid

- Financial aid plus discounts are allowed to make up a total of no more than 20% of the total cost of tuition without Board approval.
- The cutoff for financial aid applications for returning families is April 30. Returning families will have the first consideration for financial aid. New families should inquire as they enroll.
- Those families who have had an offer of financial aid made to them will need to sign that they are accepting the aid in FACTS within 15 days.
- The financial aid committee is responsible for the scale by which financial aid is determined. (Recommendation to base award on family size and income.)

Withdrawals/Refunds

- All school fees are nonrefundable. These include:
 - Application \$100 (includes student evaluation/assessment) No assessment for Pre-School 3's - Application fee of \$20 applies.
 - Registration \$250; \$150 for each additional student
 - Curriculum \$225 (PK); \$325 (1st-4th); \$435 (5th-8th)
- If a decision is made to withdraw enrollment from ACS before the first day of school, there will be a full tuition refund for those that have paid in full. All school fees are nonrefundable.

If a decision is made to withdraw a student after attending one or more days of class or Ram Club, the parent/guardian will be responsible for the tuition for the full semester during which the withdrawal occurs. Any prepaid semesters beyond the semester of withdrawal will be refunded in full. Any FACTS fees accrued will not be refunded.
- Extenuating circumstances will be considered.
- If withdrawal is due to expulsion, refunds must be approved by ACS Board.
- Report cards/transcripts will be held until the account is in good standing.

Late Enrollment

- If a student enrolls after the start of the school year, the tuition will be prorated, being reduced by the number of months that have already passed. All fees must be paid in full.

Penalties/Late Fees

- In the event that an attempted FACTS tuition withdrawal returns NSF, FACTS will automatically assess a \$30 missed payment fee through the established bank account.
- The missed tuition payment will then be reattempted by FACTS in 15 days.
- The business office will assess a \$30 fee for checks written to ACS or PTFC and return NSF.

Lack of Payment

- Before any student is allowed to start school, tuition payments must be set up through FACTS or paid in full. All fees must be paid before starting school.
- If a family has decided to pay tuition in full and has not done so by August 1st, a FACTS finance plan will need to be set up.
- If FACTS tuition payments are returned as NSF for two consecutive months, the student may be removed from class until the debt is paid or satisfactory arrangements have been made with the Head of School or Business Manager.

Ram Club

- Ram Club is pre-arranged and sold as a package with payments to be made through a FACTS contract or paid in full by August 1st.
- For students who are not enrolled in Ram Club, emergency hours are available at a rate of \$10 per hour with a minimum charge of one hour per child.
- If a family is using this service more than three times per month, they will be asked to register for a Ram Club package.

Package	Cost
Over 20 hours per month	\$1450 per year
Up to 20 hours per month	\$875 per year
Up to 10 hours per month	\$500 per year
Inservice Half Days Only	\$375 per year