



## HIGHROAD ACADEMY TUITION AND PAYMENT POLICY 2012-2013

Due to the nature of education, much of the planning required to run our school effectively must be done on an annual basis. Our financial commitments are made annually: teachers are hired, capital assets are purchased, programs are developed and a host of other plans are created to function for the entire year. As such, by enrolling your family at Highroad Academy you are committing to partner with us for the entire year. For families entering the school mid-year, you are committing to partner with us for the remainder of the school year.

Highroad Academy's office staff and City Life Church's accounting department work together to ensure strong financial stewardship and accountability. Some fees are payable to City Life Church, including but not limited to tuition, enrollment, electives, out-of-school care, pre-school, textbooks and supply fees. Other costs are payable to Highroad Academy, including but not limited to field trips, conferences, graduation fees, fundraising and workbooks. As a result, you will have two separate accounts with two separate invoices. Together these reflect a family's total financial commitment.

1. Tuition may be paid the following ways:
  - a. **Annual Payment** – tuition paid for the entire year must be submitted by **September 17** of the current school year (or the next business day following this date). A 3% deduction will be given to all families who pay in this method. Payment may be made in cash, cheque or debit.
  - b. **Monthly Payments** – a payment of 10% of the annual tuition is due on the fifth of each of the months that school is in session. These payments must be made by pre-authorized debit. Please note however, that for the month of September only, the pre-authorized monthly payment will be withdrawn from your account on **September 17** (or the next business day following this date).
2. Additional expenses, including but not limited to field trips, text rental, graduation fees, electives, athletic fees, etc. may be paid by cash, cheque or debit as they become due. Families will be billed monthly as required.
3. Any extra, unpaid expenses that have accrued in your City Life Church account throughout the school year will be added on to your June 5 pre-authorized monthly debit payment.
4. Any extra, unpaid expenses that have accrued in your Highroad Academy account throughout the school year will be reconciled through **an additional pre-authorized debit payment processed on June 17** (or the next business day following this date).
5. In the event that a payment is rejected by a family's financial institution, a \$25 administration fee will be charged.
6. All payments received are credited against the oldest unpaid expense.
7. When a student voluntarily withdraws from the school or is asked to withdraw for disciplinary reasons, tuition for the balance of the current month remains due to the school.
8. If your family's account is not in good standing, your child(ren) may be excluded from participating in extracurricular activities including athletics, conferences, missions trips, etc. If three or more months of fees are unpaid, the Highroad Academy School Board reserves the right to remove a family from the school.
9. The primary custodial parent is responsible for all financial arrangements and payments. Alternative billing may be possible provided:
  - a. the request is submitted in writing to the school administration.
  - b. both parties sign and date the request.
  - c. the request includes arrangements for all expenses including, but not limited to, tuition, field trips, text rental, graduation fees, electives, athletic fees, etc.
10. Students will not be readmitted until all financial obligations are met.

11. Inability to comply with any of the above policies must be communicated to the school administration.
12. **To qualify for the City Life Church Tuition Rate applicants must meet all of the following qualifications:**
  - a. They must attend City Life Church for six months or more.
  - b. They must commit to the church and to regular attendance.
  - c. Because this is a monetary benefit, they must financially support City Life Church on a consistent basis.
  - d. They must have a new pastor's reference completed by one of the pastors confirming all of the above commitments.