

FINANCIAL POLICY

ALL PROGRAMS



Enrollment (New Families): New Family Application and New Student Testing fees are nonrefundable and nontransferable. Parents/Guardians acknowledge a present intent to enroll student(s) upon acceptance and that CCA would incur a financial loss by the untimely withdrawal of student(s) after acceptance into the academic program. Upon notice of acceptance, student(s) shall be deemed to be enrolled in CCA for the 2020-2021 academic year.

Continuous Enrollment: Enrollment at CCA is a privilege, not a right, and termination of enrollment is at the discretion of the CCA administration. During the term of the Continuous Enrollment Agreement, the Parent/Guardian agrees to fully and timely pay CCA (in accordance with the payment plan elected) all tuition, charges, and fees. The CCA Board of Directors sets the tuition, charges and fees for the next school year in January of the current school year.

- Continuous Enrollment Agreement extends as long as the student is enrolled and until the graduation of the student from CCA or the termination of Agreement. If a student is not returning the following school year, the Parent/Guardian must notify CCA in writing by February 28th of the current school year by completing a Withdrawal form. In the event CCA does not receive notification by February 28th, a non-refundable tuition deposit will be billed to the Parent/Guardian.
- The obligation to pay tuition to CCA for each academic year shall become binding on March 1st, unless the Parent/Guardian notifies CCA in writing of the student(s)'s intent to not return to CCA. Parent/Guardian understands starting March 1st each academic year, CCA has made economic decisions based on the student(s)'s enrollment and may be obligated to the next academic year's tuition and fee schedule. Starting March 1st, Parent/Guardian is obligated to the terms in the Tuition and Fee Schedule found on our website and tuition deposit invoice and Financial Agreement will be sent for the family to complete. If tuition deposit is not paid by March 31st, the deposit amount increases and a late fee will be assessed. After April 30th, CCA will withdraw student and Parent/Guardian is obligated to pay the tuition deposit and late fee.
- Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student(s) during the academic year shall not excuse, alter, abate, or nullify the Parent's/Guardian's obligation for tuition and other charges/fees throughout the academic year.

Late Enrollment: When a student enrolls on or after the first day of class, tuition is prorated based on the start date in the month. Before the 15th of any month, 100% of the month's tuition is charged. On the 15th of any month and thereafter, 50% proration of the month will be charged and 100% of all remaining months in the academic year. Payment is due after submittal of Financial Agreement. Students are not able to attend class until payment is received.

Delinquent Accounts: At 5 days past due, Jupiter Grades/Homeschool Reporting access will be turned off until the account has been made current. At 30 days past due, student(s) cannot attend classes until account has been made current. A family with any tuition, charges or fees not paid after 40 days will be subject to dismissal. Student records will be held until the delinquent account is paid. All accounts must be current at the beginning of each semester for the student to continue enrollment and Jupiter Grades/Homeschool Reporting access granted.

If you have an unexpected financial situation that may cause you to make a late payment or requires financial consideration, please contact the Business Office to discuss possible options. We cannot help if we are unaware of the situation; therefore, we ask Parents/Guardians to let us know of any issues immediately so we can work together on a solution.

Withdrawals: Parents/Guardians are responsible for all tuition, other charges and fees due for the entire school year even if the student is withdrawn, suspended, or dismissed either voluntarily or involuntarily after the completion of the Annual Financial Agreement. For example: if you have signed up to pay the monthly tuition payment plan and you withdraw your child on October 15th, you would still be responsible to pay the remaining months of tuition and other charges/fees incurred, even though your child has been withdrawn. Withdrawal after the completion of the Annual Financial Agreement must be submitted on a Withdrawal form and is subject to a withdrawal fee.

- Requests for refunds are subject to the discretion of the CCA Board of Directors. Should a request be granted, refunds will be calculated as follows:

a) The tuition deposit for the following school year is fully refundable if Withdrawal Form is completed and received in the Business Office on or before February 28th of the current school year.

b) The two exceptions 1) if applying for an Opportunity Family Scholarship and sufficient scholarship amount is not awarded. Written notice of termination from Parent/Guardian must be received in the Business Office on or before April 30th. An Opportunity Family Scholarship application must have been submitted (can be found on the CCA website) no later than the last day of February in order to qualify, although Scholarship applications can be submitted and awarded throughout the year if a situation should arise. 2) Tuition deposit refund shall be granted should CCA terminate this agreement between February 28th and before the next school year begins. Simply stated, if CCA asks your child not to return the following school year, any tuition deposit will be refunded.

Forgiveness of Money Due: This Financial Agreement contains the entire agreement of the parties hereto. All alterations, changes, modifications, or amendments to this Financial Agreement must be set forth in writing and shall only be effective upon approval of the Board of Directors or the party to be bound. Any Family requesting any change in the terms of this Financial Agreement prior to the expiration of the academic year must complete the appropriate form(s) as a formal request for modification in writing. Application for any modification is subject to approval of CCA's Board of Directors in its sole discretion.

Scholarships: Scholarships are available to Hybrid and Connections families only and are available for both merit and financial need assistance.

Vacation, Holiday, Illness: Credits are not available for vacations, holidays, illnesses, or emergency closure.

In the event of a default in financial obligations set forth in the Financial Agreement, Parents/Guardians agree that CCA has the right of enforcement and collection to resolve the default. The default may be resolved through the process of collections or through Mediation and is at the sole discretion of the CCA Board of Directors. Any costs associated with outside collection vendor (25% of the amount due CCA) or mediation would be the responsibility of the Parents/Guardians.

HYBRID OR BOTH PROGRAMS (families enrolled in Hybrid and Connections):

Payment Method: Payment: Parent/Guardian understands that tuition and other charges/fees for the following school year are due in full by July 5th. However, for the convenience of Parents/Guardians, CCA offers three tuition payment plans (listed below). A tuition deposit and completion of Financial Agreement for each family for the following school year will be due by March 31st of the current school year. You may change your Payment Plan up to May 31st without penalty. After May 31st, a Payment Plan Change Fee will be added to your tuition invoice.

Annual Payment Plan (one payment)- \$0 finance charge for Annual Payment Plan. Invoices will be emailed on June 25th and are Due July 5th. Any other items needing to be invoiced after the tuition is paid, will be due on the 5th of the month. Annual Tuition may be paid with check, cash or by using the Paylink on your invoice to pay directly from your bank account.

- Any invoice not paid within 5 days of the due date will be assessed a \$30 Late Fee.
- Any payment that does not clear will be assessed a NSF (Non- Sufficient Funds) fee of \$40, no exceptions.

Semi-Annual Payment Plan - \$125 finance charge for Semi-Annual; included in tuition (with multiple children enrolled, it is included in the 1st student's tuition). Invoices will be emailed June 25th and November 25th; payment is due by the 5th of July/December respectfully. Any other items needing to be invoiced after the tuition is paid, will be due on the 5th of the month. Semi-Annual payment plans may be paid with check, cash or by using the Paylink on your invoice to pay directly from your bank account.

- Any invoice not paid within 5 days of the due date will be assessed a \$30 Late Fee.
- Any payment that does not clear will be assessed a NSF (Non-Sufficient Funds) fee of \$40, no exceptions.

Ten-Month Plan- \$250 finance charge for the monthly payment plan; included in tuition (with multiple children, it is included in the 1st student's tuition). Ten equal payments are due July through April on the 5th or 20th. ACH-Automatic bank drafting FORM IS REQUIRED TO BE COMPLETED EACH YEAR. Families choosing the monthly payment option will be

required to pay through CCA AutoPay, or electronic transfer of funds. You may request to opt-out if you have met the criteria. The Opt-Out of payment method form is available on the school website.

- Any payment that does not clear will be charged a NSF (Non-Sufficient Funds) fee of \$40, no exceptions.
- If payment is not made either by check, cash or by using the Paylink on your invoice to pay directly from your bank account within 5 days of being notified that payment did not clear, a Late Fee of \$30 will be assessed.

CONNECTIONS OR GUEST STUDENT PROGRAM

Payment Method: Payment: Parent/Guardian understands that tuition and other fees/charges for the following school year are due in full by July 5th. However, for the convenience of Parents/Guardians, CCA offers three tuition payment plans (listed below). A tuition deposit and completion of Financial Agreement for each family for the following school year will due by March 31st of the current school year. You may change your Payment Plan up to May 31st without penalty. After May 31st, a Payment Plan Change Fee will be added to your tuition invoice.

Annual Payment Plan (one payment)- \$0 finance charge for Annual Payment Plan. Invoices will be emailed on June 25th and Due July 5th. Any other items needing to be invoiced after the tuition is paid, will be due on the 5th of the month. Annual Tuition may be paid with check, cash or by using the Paylink on your invoice to pay directly from your bank account.

- Any invoice not paid within 5 days of the due date will be assessed a \$30 Late Fee.
- Any payment that does not clear will be assessed an NSF (Non- Sufficient Funds) fee of \$40, no exceptions.

Ten-Month Plan- \$35 finance charge for each K-7th grade Connections student and a \$50 finance charge for each 8th-12th grade Connections student or a \$50 finance charge for each 7th-12th grade Guest Student for the monthly payment plan; included in each student's tuition Ten equal payments are due July through April on the 5th or 20th. ACH-Automatic bank drafting FORM IS REQUIRED TO BE COMPLETED EACH YEAR. Families choosing the monthly payment option will be required to pay through CCA AutoPay, or electronic transfer of funds. You may request to opt-out if you have met the criteria. The Opt-Out of payment method form is available on the school website.

- Any payment that does not clear will be charged a NSF (Non-Sufficient Funds) fee of \$40, no exceptions.
- If payment is not made either by check, cash or by using the Paylink on your invoice to pay directly from your bank account within 5 days of being notified that payment did not clear, a Late Fee of \$30 will be assessed.