

**FINANCIAL POLICY  
2012-2013**

1. Payment of the non-refundable registration fee will hold your child's place in the class only until July 1st.
2. **Tuition must be received by July 1st**, or the school reserves the right to release your child's place to a child on our waiting list.
3. Tuition and fees may be paid in one of four ways:
  - A. **ONE PAYMENT:** Entire balance plus all fees **DUE BY JULY 1st**, a 2% discount may be taken on the tuition portion of the payment after applicable family discounts. If payment is after July 1st, discount will be reduced to 1%. After August 1<sup>st</sup> the discount is not applicable. If payment is more than 3 weeks late, a **\$35.00 late fee** will be charged.
  - B. **TWO PAYMENTS:** Half of the total tuition balance and fees are **DUE BY JULY 1st**. Balance of tuition and fees are **DUE BY FEBRUARY 1st**. A **\$35.00 late fee** will be charged for any payment received after the due date.
  - C. **FOUR PAYMENTS:** There is a \$20.00 service charge for Quarterly payments (\$5.00 per payment). Payments are **DUE BY JULY 1st, OCTOBER 1st, FEBRUARY 1st and APRIL 1st**. A **\$30.00 late fee** will be charged for any payment received after the due date.
  - D. **ELEVEN MONTHLY PAYMENTS:** There is a \$55.00 service charge for Monthly payments (\$5.00 per payment). Payments are due by the **1st OF EACH MONTH, JULY through MAY**. A **\$30.00 late fee** will be charged for any payment received after the due date.
4. **STUDENTS WILL NOT BE PERMITTED TO ATTEND CLASSES WHEN THEIR ACCOUNT IS FOUR (4) WEEKS PAST DUE.**
5. There will be a **\$35.00 service charge** made for any check returned by the bank to the school, for any reason. The **applicable late fee will also be charged** if the check is not replaced by the tuition due date. After two (2) returned checks in one school year, payments must be made in cash, money order or certified check.
6. All checks should be made payable to HOLMESBURG BAPTIST CHRISTIAN ACADEMY or HBCA. Checks may be taken to the Financial Office or mailed to the school, "Attention Financial Secretary."
7. Cash payments will be accepted by the Main Office or Business Office only.
  - A. The school **WILL NOT** be responsible for any cash tuition payment unless you show a receipt from the school office.
  - B. You must have the **EXACT AMOUNT DUE**. **THE OFFICE WILL NOT GIVE CHANGE**, over payments will be applied to the next payment.

## HOLMESBURG BAPTIST CHRISTIAN ACADEMY

8. Credit Card or Debit Card payments will be accepted in the school office or by telephone. A 5% convenience fee will be applied to all credit card payments and 3% for debit card payments.
9. It is your responsibility to talk with Leigh Kelly, the Financial Secretary, **BEFORE** the due date of a payment if you have a financial problem. You may reach her at 215-335-4324.
10. Final report cards and/or records for transferring students will not be released until **all** financial responsibilities have been satisfied. This includes any tuition balances, late charges, return check fees accumulated or payment due for lost, damaged books and/or other school property.
11. Students will not be invited to return to school if the School Board deems financial problems and tuition payment lateness's are chronic and in excess.

### REFUND POLICIES

1. **Application/Evaluation, registration, and all other activity fees are non-refundable.**
2. **After July 1st, 15% of the total balance is non-refundable.**
3. Refunds will be made according to the following payment schedule due to the School. If the School has been paid more than the amount due, **refunds will be paid within 45 days.** Please note that you are responsible for the balance due regardless of the payment plan chosen. All computations are on the total balance due for the year including activity fees.

#### **WITHDRAWAL OR DISMISSAL DURING FIRST SEMESTER:**

- A. After 1st week of classes - 20% of entire yearly balance is due
- B. After 2nd week of classes - 30% of entire yearly balance is due
- C. After 3rd week of classes - 40% of entire yearly balance is due
- D. After 4th week of classes - 50% of entire yearly balance is due

#### **WITHDRAWAL OR DISMISSAL AFTER START OF SECOND SEMESTER:**

- A. After 1st week of classes - 70% of entire yearly balance is due
  - B. After 2nd week of classes - 80% of entire yearly balance is due
  - C. After 3rd week of classes - 90% of entire yearly balance is due
  - D. After 4th week of classes - TOTAL balance due to School
4. A withdrawal becomes effective the day the FINANCIAL SECRETARY receives written notice from the parent.
  5. Academic records for any student who has withdrawn from the school will not be released until all financial responsibilities have been satisfied. This includes any balance due the school in the implementation of this refund policy.

**TUITION DISCOUNT POLICIES**

1. **HOLMESBURG BAPTIST CHURCH MEMBERSHIP:** Parent(s) must be a member with regular attendance at the Holmesburg Baptist Church and Sunday school. Members must show a letter from the Church Pastor confirming active Church participation. Members on H.B.C.'s inactive list are not eligible for this deduction.

*Preschool	2 days/week	\$10.00
	3 days/week	\$20.00
	4 days/week	\$25.00
	5 days/week	\$30.00
Grades K thru 8		25% per child

**\*Discounts apply to full day, school day and half day students and are applied to your payment, weekly or monthly depending on your contract.**

2. **FAMILY DISCOUNT:** Applicable toward Elementary and Middle School tuition only, when 2 or more children from the same family unit are attending H.B.C.A. Preschool tuition is not discounted.

2 Children	3 Children	4 Children
15%	20%	25%

3. **Full Time Pastor of other churches and full time workers in a non-profit, Christian ministry will receive a discount of 25% for children enrolled in Kindergarten through 8<sup>th</sup> grade.**

This discount is granted by Board approval only. If you are eligible, please submit a written request to the Administrator for Board approval.

These discounts may NOT be combined or added to other discounts and represent the maximum total amount that may be taken by any one family, except for scholarships and Race for Education credits.

**GENERAL NOTE:** Discounts are applicable only on tuition. Fees and other charges are not considered to be part of the tuition and are not eligible for a discount. Fees are also non-refundable in the event of early withdrawal from school.

**ELEMENTARY THRU EIGHTH GRADE  
TUITION SCHEDULE**

**APPLICATION FEE (Must accompany applications or application will not be accepted)**

1. New Students ..... \$35.00/student (non-refundable)
2. New student from Current School family (Preschool - 8<sup>th</sup> grade)  
during week of re-registration only (Feb. 13 – Feb. 16)... fee waived.
3. New student from Current School family  
after February 16 ..... \$35.00/student

**EVALUATION FEES ..... \$50.00/student (non-refundable)**

1. All new students must be evaluated prior to acceptance in grades K-8.

**REGISTRATION FEES (non refundable)**

1. Returning Students
  - A. During Re-Registration Week (Feb 13 – Feb 16) .....\$ 125.00  
Family Charge for 3 or more .....\$ 275.00
  - B. After Re-Registration week through May 31 .....\$150.00/student  
Family rates are not applicable and there is no guarantee that there will be  
space in the class for any student registering after re-registration week.
  - C. As of June 1 ..... \$175.00/student
2. New students to the school
  - A. Due upon acceptance to the school .....\$150.00/student

**TOTAL TUITION BY GRADES**

<b>Grades K – 4<sup>th</sup></b>	.....	<b>\$4,765.00</b>
<b>Grade 5</b>	.....	<b>\$4,910.00</b>
Total Includes	Tuition	\$4,800.00
	Outdoor Education	110.00
<b>Grades 6<sup>th</sup> – 8<sup>th</sup></b>	.....	<b>\$5,590.00</b>
Total Includes:	Tuition	\$5,400.00
	Retreat	130.00
	Graduation Fee	60.00

**THE LEARNING CENTER**

ACADEMIC	.....	<b>\$2,200.00</b>
		<b>Per Subject/Per Year</b>
ENRICHMENT	.....	<b>\$ 400.00 Per Year</b>

**CAPITAL FUNDS**

At registration, all families will be asked to make a pledge to our Capital Funds, of at least \$75.00. These pledges will be collected with the tuition payments. This pledge is optional and is a **TAX DEDUCTIBLE** contribution. Donations given to Capital Funds are used to keep our buildings and classrooms in repair, expenses that tuition does not cover.

**SERVICE CHARGE ON PAYMENT PLANS:**

- QUARTERLY PAYMENTS \$ 20.00/yr.
- ELEVEN MONTHLY PAYMENTS \$ 55.00/yr.

Please note that Late Charges and/or Returned check charges will be added to your account when applicable.

**SEND ALL PAYMENTS TO:** Holmesburg Baptist Christian Academy  
 Attn: Leigh Kelly  
 7927 Frankford Ave.  
 Philadelphia, PA 19136-3124