



WILLIAMSBURG CHRISTIAN ACADEMY

Teaching Them to Fly

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TUITION/FEE SCHEDULE AND POLICIES

2022/2023

WCA Tuition and Fees Schedule and Policies:

Operating fund tuition and fees are funds that patrons are required to pay for students to participate in the educational process or extracurricular activities sponsored by Williamsburg Christian Academy (WCA). **Tuition, fees, or any other required payments are not considered donations, and no contribution recognition statements will be issued for such financial obligations.**

Annual Processing Fee

An annual fee (non-refundable) of \$150 per student must be paid upon submitting the completed enrollment and re-enrollment application. This fee is used for the yearly administrative processing of records for the student's enrollment and re-enrollment.

Registration Fee

Upon a **NEW** student's acceptance to WCA, a one-time (non-refundable) \$300 Registration Fee per student is required to secure enrollment. This fee is used for the administrative processing of records and information gathering to determine the student's eligibility for enrollment and placement. This fee applies only to **NEW** students for the full registration process and admissions testing (if required). If admissions testing is required, the testing fee is an additional \$200.

New Family Fee

A NEW Family Fee is charged per family upon enrollment into our K-12 program. Throughout our history, many families have invested in our physical campus. A one-time (non-refundable) New Family Fee of \$500 is assessed to new families to participate in ongoing campus improvements specifically. The campus improvements keep our campus functional and attractive. This fee is non-refundable and due upon enrollment. Under hardship circumstances, this fee may be paid throughout your student's first school year of attendance (As per your chosen payment option).

Annual Academic and Activities Fee

The AAAF is charged annually for each student based on their grade level [Grades K-5 - \$950; Grades 6-8 - \$1,600; Grades 9-12 - \$1,975]. WCA encourages every student to participate in extracurricular activities to help them develop their God-given gifts and talents to their fullest potential. The AAAF is non-refundable and due upon enrollment. Under hardship circumstances, this fee may be paid throughout your student's school year of attendance (As per your chosen payment option). The Academic and Activities Fee is used to provide funds for expenses, such as;

- Classroom costs for instructional materials and teacher supplies to ensure we can offer a quality learning environment for each student.

Annual Academic and Activities Fee (con't)

- Textbooks for K-5 grade students. NOTE: Grade 6-12 students will be responsible for purchasing the textbooks required for classes.
- Technology costs for software licenses and updates. Technology opportunities are provided for students from Kindergarten through 12th grade.
- International Baccalaureate base costs for grades Kindergarten through 12th grade. If the optional two year DP candidate courses are chosen (grades 11 and 12), additional costs will apply.
- Career and College preparation, planning, and application assistance program for grades 8 through 12.
- Students in grades 11 and 12 will receive preparation training and fees for one test each from PSAT, SAT, and ACT.
- Graduation fees
- Science lab fees
- Chromebooks provided to each student in grades 3 through 12
- Yearbook for each student.
- Testing costs – materials and scoring for standardized testing for all grade levels.
- Spiritual and Educational Emphasis – Admission fees and venue costs for retreats, day field trips within a 20-mile radius from the school, and Back to School activities. This provision does not include items purchased by students during the events or mission trip expenses.
- Athletics (2nd – 12th grade) - teams organized in the past include clubs, boys and girls JJV, JV and Varsity basketball, golf, soccer, swimming, tennis, baseball, and girls' field hockey, and volleyball. Certain types of consumable equipment, such as shoes and gloves, are not provided by the school. Participation is subject to Virginia Metro Athletic Conference and Virginia Independent Schools Athletic Association rules and requirements.
- Music (2nd – 12th grade) – String instruments or rental thereof are not included. Additional music classes may be offered depending on availability and interest.
- Drama (2nd – 12th grade) – Annual school musical participation, to include cast and production members.
- Other extracurricular activities, including, but not limited to, participation in Tech Team, Chess Club, Math Olympics, and Odyssey of the Mind, are included in this fees

Tuition

WCA offers four tuition payment options to families:

- **Annual Pay:** You may elect to pay for the full school year, and you will receive a 4% discount (on annual tuition only, after scholarships, aid and discounts are applied). Annual Pay requires that all non-refundable fees and tuition be paid by July 10 (or upon enrollment if enrolling after the start of the school year). The tuition management provider will assess a one-time \$20 fee for processing. Billing for Incidental charges will be done through the tuition management provider.
- **Semester Pay:** You may elect to pay a full semester at a time, and you will receive a 2% discount (on annual tuition only, after scholarships, aid and discounts are applied). Semester Pay requires that all non-refundable fees and first semester (July – December) tuition be paid by July 10 (or upon enrollment if enrolling after the start of the school year), and the second semester (January – June) tuition is paid by

Tuition (con't)

December 10. The tuition management provider will assess a one-time \$20 fee for processing. Billing for Incidental charges will be done through the tuition management provider.

- **Quarterly Pay:** You may elect to pay a full quarter at a time before the start of a quarterly marking period. Quarter Pay requires all non-refundable fees, and the first quarter's tuition must be paid by July 10. You will receive a 1% discount (on annual tuition only, after scholarships, aid and discounts are applied) for making quarterly payments as outlined below. Subsequent payments and any additional fees must be paid by the 10th of the month before each quarter's start (July 10, October 10, January 10, April 10). The tuition management provider will assess a one-time \$50 fee for processing. Billing for Incidental charges will be done through the tuition management provider.
- **Monthly Pay:** You may elect to spread out your tuition payments throughout the year. Monthly Pay requires that all non-refundable fees (or as per hardship provision) and first month's tuition be paid by July 10. Your tuition balance will be divided into a maximum of 12 equal monthly payments beginning in July and be completed in June. The monthly payment schedule for those enrolling after the start of the school year will be the number of months between the enrollment date and June 10. WCA does not prorate the initial enrollment month.. The tuition management provider will assess a one-time \$50 fee for processing. Billing for Incidental charges will be done through the tuition management provider.

For families that choose Monthly Pay, enrollment in our financial management program is required. The monthly invoices are sent to you via email on the first of each month, and payment is required to be made by the 10th of each month to keep your account current. The finance management program can automatically deduct scheduled payments from your choice of a bank account or credit card (additional fees apply for credit card use), or you can choose to make payment through the portal each month. Tuition payments are scheduled to ensure that at least one (1) month of tuition is paid during the month educational services are rendered.

The Finance Office will prepare the Payment Plan Agreement based on the choice you have made during enrollment. All financially responsible parties will be required to sign the Payment Plan Agreement. If at any time during the school year you need to make changes to the Payment Plan, you will need to contact the Finance Office and sign a new Payment Plan Agreement.

Late Enrollment

If you enroll your student after the first day of the school year during the first semester, you will be responsible for the first semester's full tuition, regardless of the number of school days attended in the first semester.

If you enroll your student during the second semester, you will be responsible for the full second-semester tuition, regardless of the number of days attended in the second semester.

Finance Policies and Procedures for Tuition and Fees

Prior Year Balances

If you are a returning WCA family, all fees and charges from the previous school year (and any summer charges) must be paid in full no later than July 10 to secure your student's enrollment.

Discounts

WCA offers several opportunities for families to qualify for a tuition discount. **Please note that discounts only qualify if the family tuition and fee account is financially current at all times.**

- **Pastoral Family Discount:** WCA desires to partner with churches and ministry organizations in our community. We offer a tuition discount for full-time Christian ordained ministers employed as a minister by a local ministry or church. The minister must be a parent or legal guardian of the student to qualify. The discount applies to tuition only; the minister must complete the Application for Christian Minister's Discount to determine qualification.
- **Full-Time Employed First Responders and Active-Duty Military Personnel Discount:** WCA desires to honor those serving our communities and Nation to keep us safe by offering a 15% discount for their service. The discount applies to tuition only; the candidate will be asked to show evidence of their current full-time employment service standing.
- **Full-Time Employees working for Not for Profit 501(c) (3) Charities or Christian Organizations Discount:** WCA desires to honor those serving our community by working in these organizations by offering a 15% discount for their service. The discount applies to tuition only; the candidate will be asked to show evidence of their full-time employment and the organization's charity or Christian mission statement.
- **Sibling Discount:** Sibling discounts apply to full-time students only, K-12. A sibling discount of 8% of the base tuition will be applied for the second-highest full-time student tuition. A sibling discount of 10% of the base tuition will be applied for the third-highest full-time student tuition. A sibling discount of 12% of the base tuition will be applied for the fourth-highest full-time student tuition. Sibling discounts apply to tuition only.
- **Employee Discount:** Employee eligibility is the first day of employment and ends on the day of termination. Qualifying full-time employees receive a 50% discount on their student's WCA tuition charges, and qualifying part-time employees receive a 25% discount on their student's WCA tuition charges. No other discounts apply, and this discount applies only to tuition. All fees are to be paid in full. To qualify for this discount, the employees can choose to pay the tuition and fees in full at the beginning of the school year or, if paying monthly, the tuition and fees shall be paid through payroll deduction. The account must remain current to receive this discount. Employees, please consult the WCA benefits policies for complete details.
- **Family Referral:** A \$500 discount will be applied to your tuition statement for any family you refer to WCA and who is enrolled for at least one school year. To be eligible for the referral discount, you must be identified by the referred student's family at the time of their WCA application for enrollment. The discount is applied to your account when the referred enrolled family's student(s) begins their second semester at WCA.
- **Early Enrollment Discount:** Enroll your student(s) for the upcoming school year before March 1, 2022 to receive a \$500 tuition discount per student applied to next year's annual tuition. Current WCA enrolled students rising to grades 1, 6, or 9 will receive an additional \$500 Early-Enrollment Discount.

Discounts (con't)

Your current tuition account must be financially current to qualify for this discount, and a minimum per-student payment of \$600 must be paid in full before March 1. This non-refundable amount will be credited towards the student's enrollment fees for the upcoming school year. Families with multiple students enrolled will have a maximum required payment of \$1,000 to be paid in full before March 1, 2022. The balance of the enrollment fees must be paid in accordance with the Fee Schedule Policy. In addition to this discount, an additional incentive is available to new students. If a qualifying new student is enrolled before March 1, 2022, the \$300 New Student Registration Fee will be waived.

Your family may qualify for multiple discounts; however, combined discounts may not exceed 25% of your student's total tuition costs. When discounts or multiple discounts are applied, they will be applied to the net tuition amount after scholarships and incentives and other discounts are applied. All discounts apply to tuition only. If at any time, your student withdraws from WCA before completing the school year, these discounts are subject to revocation and will be charged back to your student's tuition account.

Financial Aid

For families needing additional tuition assistance, WCA offers the opportunity to apply for financial aid for students. Our financial aid program is privately-funded with generous donations and receives no government assistance. You may contact the Admissions Office to begin the application process. Applications for consideration of financial aid are accepted for the upcoming school year starting March 1. Applications are processed in the order in which they are received and are subject to the availability of funding.

WCA participates in Virginia's Education Improvement Scholarship Program. This program awards partial scholarships to qualifying families based on family size and income, student's current participation in the public school system, or their entry into private education at the Kindergarten or first-grade level. Please contact the Admissions Office for details.

Families that are awarded financial aid or scholarships must sign an agreement to remain in compliance with all school policies and must keep their accounts current at all times. Failure to do so could result in the revocation of financial aid.

Other WCA Charges

For your convenience, WCA provides each family with accounts within the WCA Financial Management Program for various charges throughout the school year:

- General Account: The General Account charges for various school opportunities, such as field trips, additional specialized instruction, online classes, etc. These charges must be paid promptly and before your student participates in the activity.
- WCA AM/PM Care Account: The WCA Care Account is for charges of before and after school care for your student. These charges must be paid monthly from the invoice provided on the first of each month. Please contact the Admissions Office for policies and fees.

Other WCA Charges(con't)

- WCA Lunch Account: The WCA lunch program works on the pre-payment method. Lunches can be ordered and paid for through the Parent Portal of the Financial Management Program.
- Lost or Damaged Property Charges: If your student is the cause of any damages incurred to the school property, regardless of the intent, your account will be charged for the damage. This includes books, sports equipment, school teaching material, Chromebooks, facilities, vehicles, etc. If your student is involved in any activity that results in damages, your account will be charged for that damage and must be paid within 30 days of the incident unless special arrangements are made with the Finance Office.

Late Fees, Interest, Non-Sufficient Fund (NSF) Fees, Credit/Debit Card Fees

- Late Fees: If your current period tuition invoice becomes more than ten days delinquent based on your Payment Plan Agreement due date, you will be charged a late fee of \$50.
- Interest Fees: If any of your WCA accounts become more than 30 days delinquent, a 1% monthly interest charge (12% Annum) will be applied to your outstanding balance every month until the account is brought current.
- Non-Sufficient Funds (NSF) Fees: If a check written to WCA for any tuition payments, purchases, or fees is returned for non-sufficient funds, a \$50 NSF fee will be added to your account. Any family account with two occurrences of NSF checks will be required to pay by cash or money order for WCA fees and purchases. WCA is not responsible for any charges on returned checks from your financial institution or the WCA tuition management provider. If your check is returned due to non-sufficient funds, a closed account, or a stop payment, you will be responsible for all fees.
- Credit/Debit Card Processing Fees: For your convenience, you may pay any account balances at WCA with your credit or debit card. The WCA tuition management provider will add a 3% convenience fee for credit card or debit card use. You may avoid credit or debit card convenience charges by paying with an ACH transaction directly from your checking or savings account.

Delinquent Accounts

Delinquent accounts that total \$50 or more can affect your student's participation in student activities and can also result in the deactivation of your family's access to grades online. If a tuition account is more than 45 days delinquent, it will result in your student not attending class until the account is made current or a new Payment Plan Agreement is signed.

It is the practice of WCA to work with families to overcome temporary financial circumstances that delay the timely payment of tuition and other charges. However, it is **your** responsibility to contact the Finance Office and make mutually agreeable arrangements to fulfill your financial obligations to WCA.

Early Withdrawal, Release of Records

If, for any reason, you withdraw your student from WCA after the start of the school year or any time before the end of the school year, your family must complete a Withdrawal Form before your student's last day of attendance. An exit interview with your student's principal is required. A \$200 Withdrawal Fee will be charged per student. You will be responsible for tuition charges and non-refundable fees according to the policies below:

- Any withdrawal during the summer for the upcoming school year will result in the loss of the non-refundable fees.

- Any withdrawal during the first semester will result in forfeiture of all non-refundable fees, and you will be responsible for paying the tuition for the balance of the first semester.
- Any withdrawal during the second semester, you will be responsible for paying the tuition for the balance of the semester. If you had already paid the non-refundable fees for the upcoming school year, they would be forfeited, any prepaid tuition paid for the upcoming school year will be returned.
- If your Student is expelled or asked to withdraw, you will be responsible for the full tuition charges and all non-refundable fees. Your student's report cards, transcripts, and official records will not be released to you or another school, nor will a diploma be issued until all your accounts at WCA are paid in full.
- It is the strict policy of WCA that your student's report cards, transcripts, and official records will not be released to you or another school, nor will a diploma be issued until all your accounts at WCA are paid in full or current.

Tuition Agreement and Biblical Conflict Resolution Agreement

When the parents or guardians are ready to sign the Tuition Agreement for their student(s), this document will be incorporated by reference in the agreement. The Tuition Agreement will also include a Biblical Conflict Resolution Agreement that will read as follows:

BIBLICAL CONFLICT RESOLUTION AGREEMENT. Even the best of friends have differences from time to time. How we handle those differences is key. The parties believe differences or conflicts should bring receptivity to change and growth, not litigation. Therefore, in the highly unlikely event that the parties are ever unable to resolve a dispute, the parties each agree to resolve the dispute without litigation under Biblical principles. By signing this Agreement, the parties are agreeing that any claim or dispute arising from or related to this Agreement shall be settled by legally binding arbitration in accordance with the **Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation**, (complete text of the Rules is available at www.ICCPeace.com). However, the School retains the right to pursue collections for nonpayment of tuition/fees in civil courts or a mediation/arbitration service, which will still be bound by ICC Rules.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that **the above methods shall be the sole remedy for any controversy or claim arising out of this Agreement, and the parties expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except as specified in this agreement, to enforce an arbitration decision, or seek an injunction.** In all events, the Parties consent to the exclusive jurisdiction and venue in the federal and state court sitting in James City County, Virginia, and the prevailing party shall be entitled to recover its reasonable attorney's fees.