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Tuition, Miscellaneous Fees & Payments

Tuition is due the **first** of the month, unless you have made other arrangements with Mrs. Zondervan. Please contact Dawn if you have not received tuition charges for this current year, or for any tuition related questions. (dzondervan@hcaeagles.org or 372-1400)

Acceptable Ways to Pay Tuition

- **TRP** (Tuition Reduction Program) – If you aren't getting free tuition you're missing out on the next best thing since sliced bread! There are families receiving over \$100 per month in tuition credits, and it's completely free! (See TRP in "Back to School Links.")
- **Cash** - Bring cash to the office and be sure to get a receipt for your payments.
- **Personal Check** - Send checks through the family envelope on Monday mornings, mail them, or bring them personally to the office.
- **Electronic Bill Pay** - free through your personal bank or credit union.
- **Credit Card Payments** will be accepted with the applicable form available in the office. (You will be charged 4% above the amount of your payment to cover our cost of processing.)
- **Credit Card Payments on the HCA Website!** (Processing fees apply.)

Late Tuition - Please contact Mrs. Zondervan if you will be late in submitting your tuition payment. If you cannot pay your full statement balance, **please pay a portion** of the balance. We know that unexpected financial events happen but please be aware that in a prayerful attempt to keep your tuition payments low, Heritage has an expense for every tuition dollar that we receive, including paying our wonderful staff.

Tuition Assistance - Applications for tuition assistance are available through Confidential Financial Services. Apply online at www.cfslogin.com with our school code, 53344. There is a fee (\$40?) to apply.

Miscellaneous Charges - Most charges may be combined to pay with one check/payment. Exceptions are ***'unbilled' charges** and require a payment separate from tuition:

***Unbilled Charges: (Please do not combine in one check)**

- *Field Trips – pay to teacher/sponsor
- *Club Dues (NHS, History Club, Robotics, etc)
- *Hot Lunch- Online only (Go to www.hcaeagles.org to order, credit card required)
- *Tickets (Talent Show, Musical, Athletic Events, Homecoming, Jr/Sr Banquet, etc.)
- *Grad Bash (Parent planned/paid party– for Seniors only)
- *Fundraiser purchases

Statement-Billed Charges: (May be combines into one check/payment)

- Enrollment/Registration/Testing Fees
- Tuition
- Athletic Fees (\$100 for Middle School, \$150 for JV & Varsity Sport Teams)
- Late Pick-up Charges (See Late Pick up Link for pricing schedule)
- Late Family Envelope Charges (Envelopes are due Monday mornings. There is a 2 day grace period, as forgetfulness can be part of busy family life, however a \$4 charge is assessed on your statement if it is not received by Wednesday noon.)
- Library/Textbook fees due to damage or loss



Tuition Payment Policy

Tuition is due the first school day of the month.

When a family has fallen behind in their monthly tuition payments they will be expected to abide by the following policy:

- 1. Failure to pay the monthly payment by the first (1st) of the month:** contact the Business Manager in the school office with the information about when payment will be made.
- 2. Two (2) months accumulation of outstanding tuition payment:** contact must be made with a member of the Finance Committee to explain the reasons why payment has not been made. These committee members are currently: Dawn Zondervan, Business Manager, Randal Hadley, Chief Administrator or Joshua Wickey, School Board Treasurer.
- 3. Three (3) months accumulation of outstanding tuition payment:** the family will be contacted and scheduled to appear before the HCA Board at the committee's next regularly scheduled meeting. Failure to appear at the agreed upon time could result in immediate suspension of all students enrolled. The family will be expected to explain their financial situation to the Board, in closed session, and should come prepared with possible solutions for paying the outstanding tuition payments. It will be up to the Board to decide if the situation warrants continuation of school privileges.
- 4. Re-enrollment:** any family that is not current with their tuition payments will not be allowed to submit a re-enrollment form for the coming year. Any family who has submitted a re-enrollment form but has an outstanding balance at the end of the current school year will have their registration fee applied to the outstanding balance and will not be allowed to re-enroll until the current tuition balance is completely paid.

As stewards of the carefully planned resources entrusted to us by God, we will need to hold firmly to this policy unless there is a plan in place that includes an alternate payment schedule, approved by the finance committee, to pay your balance in full. Without an approved plan, re-enrollment will not be permitted.