

## FINANCIAL POLICIES

---

1. Little Rock Christian Academy uses the FACTS Tuition Management System for our student billing processes including tuition for the school year. It will be necessary for each of our families to set up a student billing account with FACTS.

LRCA offers several tuition payment plan options:

- A. Annual – full tuition due July 1
- B. Two-Pay – two equal installments due July 1 and March 1
- C. Three-Pay – three equal installments due July 1, November 1 and March 1
- D. Monthly Bank Draft (11 months) – eleven equal installments (July – May).
- E. Monthly Bank Draft (12 months) – twelve equal installments (July – June).

Parents may choose either the 5th or 20th as their bank draft date. Enrollment is not complete until account information is received. Account information must be updated annually.

2. It will be necessary for all LRCA families to maintain bank draft or debit/credit card information on file for incidental charges.
3. It is the family's responsibility to review their financial records and school communications in a timely manner to ensure payments clear as scheduled. Families are expected to report suspected errors as soon as possible.
4. Registration Fees are due at the time of enrollment and will be paid directly through the online enrollment process. All other fees and incidental charges not related to tuition are due by the 20th of the month in which they are billed unless otherwise stated.
5. Fees and other charges outstanding after the 20th of the month will be considered past due.
6. Fees for new students are due within 10 days of acceptance notification and must be paid before attendance can be permitted.
7. Payments for tuition, fees, and other charges may be paid online via bank draft, e-check, or debit/credit card. Manual checks should be brought to the Business Office in the Welcome Center. Payments should not be sent to the individual school offices.
8. Payments for tuition, fees, and other charges should not be sent to the school with students.
9. Returned payments will be charged a return fee of \$30 per item by FACTS Tuition Management.
10. All accounts with charges outstanding 60 or more days will be assessed a monthly financing fee equal to one half percent of outstanding charges.
11. Accounts with charges outstanding 60 or more days without an approved payment arrangement are considered delinquent.
12. Families with delinquent accounts will not receive report cards, transcripts, or diplomas.
13. Alternate payment arrangement must be approved by Little Rock Christian Academy's business office. Payment plan proposals must be in writing, include a detailed schedule of payment dates and amounts, and be signed by those financially responsible.
14. Payment plans are for tuition only – all fees/other charges must be paid as billed.
15. It is the parent's/guardian's responsibility to maintain contact with the school regarding payment plans.
16. A returned bank draft or check will void any payment plan in place and the account will be considered delinquent.
17. Little Rock Christian Academy is required to follow the rules of the Arkansas Activities Association (AAA) regarding past due balances as they relate to athletic participation. AAA guidelines state "schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue."
18. Students whose parents/guardians have an outstanding balance from a previous school year will not be permitted to reenroll for the next school year until that obligation is paid in full or a business office approved payment plan is in place.
19. Should a student not be allowed to return at a new semester or at any time during the year for failing grades, disciplinary or partnering reasons then the tuition is to be prorated based on the dismissal date and any payments made in advance may be refunded.
20. Accounts must be in good standing for students to participate in commencement ceremonies.
21. The Business Office will only discuss account information with those people identified in our system as financially responsible for the account.
22. Families will be billed for damaged or missing school property including textbooks, athletic uniforms, etc.
23. In the event LRCA determines it must modify or change its method of delivery of services due to conditions outside of its control including weather conditions, health, safety, operational or financial, the school may notify families of such modification or change and the tuition plan option as selected by the family will stay in full effect for the school year.