

FINANCIAL POLICIES AND PROCEDURES



Avail Academy (Avail) equips minds and nurtures hearts to reclaim God's world. By partnering with families and churches, Avail aims to advance a shared vision of flourishing, Christ-centered education while promoting sound financial stewardship in school and at home. The faithful commitment of families enables Avail to achieve this mission.

CONTINUOUS ENROLLMENT PROCEDURE FOR RETURNING FAMILIES

- Every returning family will receive a re-enrollment statement. Please review the statement carefully.
- If demographic corrections are needed or if a child is withdrawing, please send corrections or notice to businessoffice@availacademy.org no later than **February 1, 2026**.
- Tuition will be paid through FinalSite, using the method selected for the previous year. If a change of payment method is desired, please indicate to businessoffice@availacademy.org a choice from one of the following payment options:
 - A one-time payment due May 5, 2026
 - Two payments due May 5, 2026, and November 5, 2026
 - Twelve (12) payments due on the 5th of every month, from May 2026 through April 2027.
- On February 1, 2026, a non-refundable deposit of \$350 per family will be automatically added to the family's FinalSite tuition account. This paid deposit will be credited to the family's 2026-27 tuition.
- If the deposit is not paid on or before February 15, 2026, the student's spot in the class may be released.
- If the family intends to apply for financial aid, the application is available **online** and **due by March 1, 2026**. Financial assistance awards are determined before March 15, 2026. Please reference the Financial Aid section below for more information.
- Please note that any applicable refunds associated with volunteer hours for the 2025-26 school year (due by the end of the last day of school) will be applied to tuition payment plans by July 1, 2026. If no outstanding tuition balance exists, any refund will be applied to any outstanding incidental charges or refunded by check at that time.

ENROLLMENT PROCEDURE FOR NEW FAMILIES ENROLLING *BEFORE* MAY 5

- Every new family must verify enrollment information and add banking information to their FINALSITE account. The account will charge a non-refundable enrollment deposit of \$350 per family, which reserves spots for the upcoming school year. The deposit will be credited toward the family's 2026-27 tuition invoice.
- If the family intends to apply for financial aid, the application is available **online** and **due by March 1, 2026**. Financial assistance awards are determined before March 16, 2026. Please reference the Financial Aid section below for more information.

ENROLLMENT PROCEDURE FOR NEW FAMILIES ENROLLING *AFTER* MAY 5

- The family must verify enrollment information, add banking information to their FINALSITE account, and create a payment plan, which reserves spots for the upcoming school year.

- If the family intends to apply for financial aid, the application is available **online**. Please reference the Financial Aid section below for more information.
- The family should know they are immediately liable for thirty percent (30%) of tuition regardless of their participation in any classroom experience.

PAYMENT PLANS

- Three available payment plans are administered through FINALSITE tuition management:
 - A one-time payment due May 5, 2026
 - Two payments due May 5, 2026, and November 5, 2026; incurs a \$10 fee.
 - Twelve (12) payments are due on the 5th of every month, from May 2026 through April 2027, paid by automatic electronic funds transfers (EFT). A one-time fee of \$55 will be charged fourteen (14) days after finalization of the agreement.
- Non-payment fees
 - \$30 for each returned payment
 - \$35 per month for late tuition payments not received by the due date

ADDITIONAL FEES

- Volunteer Deposit = \$200 per family. If hours are completed and recorded by the end of the last day of school, the deposit will be refunded by check or applied to next year by July 1.
- Optional Transportation
 - (Edina) Costs = \$3,680 per family for full-time riders. \$2,511 per family for part-time riders. The Edina campus office arranges availability.
 - (Blaine campus from the Mounds View District): this service is \$1,250 annually per family.
- High School Class Trips - Estimated
 - Washington D.C. = \$1,500 Grades 11-12 alternating years
 - Wilderness = \$350 Grades 9-10 alternating years

REFERRAL APPRECIATION CREDIT

- Avail offers existing families the opportunity to earn a \$750 tuition credit for referring a new family.
- The new family must list the referring family on its application.
- The credit will be applied to the payment due in November or after six months of attendance by the new family.

FINANCIAL AID

Avail Academy is committed to making Christian education affordable by striving to assess and meet each family's demonstrated need.

- Avail Academy facilitates the financial aid process using the Clarity Grant & Aid Assessment. Clarity provides an objective, consistent, and confidential analysis of each family's finances.
- Applications are submitted **online**. Clarity charges a \$30 processing fee. The Avail Finance Committee will determine a family's award based on the Clarity report.
- Because limited funds are available, families are strongly encouraged to submit their financial aid applications by the March 1 deadline.
- Families who apply by the deadline will be notified of their financial aid award by March 15 or within ten (10) days of receiving the application if received after March 15.

- Families have ten (10) days to accept the award from the receipt of the award.
- If families decide not to accept the award and withdraw their application, they forfeit only the Clarity financial aid and Avail's application fee.
- If the Clarity report indicates the standard financial aid process will need to provide more resources for a family to afford Avail Academy, the leadership team, in conjunction with the Finance Committee and at its discretion, may determine a scholarship award. An appeal is required to be considered.
- If scholarship funds are credited to a family, all funds remain the property of Avail Academy and, if unused, will return to the general scholarship fund.
- The award can be appealed by emailing the Business Office at businessoffice@availacademy.org with a narrative including reasons for reconsideration.
- If you have questions or concerns about the application process, contact Clarity Customer Care at 888-423-6359 or the Business Office at businessoffice@availacademy.org.

LATE PAYMENTS

Avail Academy has adopted the following policies regarding delinquent payments:

- If a family becomes sixty (60) days delinquent, a member of the Finance Committee (or its designee) will contact them and require the establishment of a payment plan to ensure complete payment of their tuition commitment.
 - If a payment plan is needed, families will collaborate with a school leadership team member to best accommodate financial hardships. The Finance Committee must present and approve the plans, considering factors such as economic situation, outside support, payment history, and extenuating circumstances. All payment plans require bank or Automatic Clearing House (ACH) electronic payments through FINALSITE. (More details on the guidelines used to develop payment plans are available below under Financial Hardship Guidelines.)
- If there is no approved payment plan in place by the ninetieth (90th) day of delinquency, the Finance Committee will recommend to the Board that the student(s) be dismissed.
- If any family is ninety (90) days past due at any future enrollment, enrollment will be accepted on a contingent basis only. If full payment is received before the last day of school for the previous academic year, a classroom spot for the coming year will be reserved. The family may be waitlisted for the coming school year if full payment is not received.
- If a family has been waitlisted due to payment delinquency, enrollment will not be finalized until the previous year's tuition payments are fully met. Upon full payment, the family's student(s) is enrolled or added to a waiting list for a classroom spot. As with any other waitlisted classroom spot, there is no guarantee that room will be available.

FINANCIAL HARDSHIP GUIDELINES

The Avail community recognizes some families will experience financial setbacks throughout the school year. As a community in Christ, Avail is committed to supporting families through these difficult circumstances. To that end, the following guidelines will be followed.

- It is primarily the family's responsibility to inform the Business Office at businessoffice@availacademy.org before the family cannot fulfill its financial commitment. Notifying before the commitment becomes past due will facilitate the process and relieve some stress.
- Upon notification, a member of the Finance Committee (or designee) will be assigned to work with the family to develop a financial plan. All communication will be kept confidential. The primary

approach will involve maintaining the total financial commitment but reducing monthly payments by spreading them out over more time. Each family will be encouraged to seek assistance from outside sources, including their church.

- Plans are contingent upon numerous factors, including the family's circumstances and, most importantly, the consistency of financial stewardship and proactive communication demonstrated by the family.

WITHDRAWAL POLICY

Avail Academy recognizes that families may occasionally withdraw from school before or during the term. Because the school makes long-term commitments (teachers, staff, materials, etc.) and sets its budget based on student enrollment, enrollment changes may have extensive financial ramifications.

- Calculations of refunds or unpaid obligations are based on tuition payments, as all incidental charges must be paid.
- If the student is withdrawn before the first payment is due (May 5, 2026), only the nonrefundable payments and outstanding incidental balances are owed.
- If the withdrawal occurs after the first payment due date (May 5, 2026), the nonrefundable payments, outstanding incidental, and tuition balances are owed according to the following schedule:
 - Thirty percent (30%) of the tuition balance will be due for withdrawals between May 5, 2026, and August 31, 2026.
 - Seventy percent (70%) of the tuition balance will be due for withdrawals between September 1, 2025, and December 31, 2026.
 - Ninety percent (90%) of the tuition balance will be due for withdrawals between January 1, 2027, and February 28, 2027.
 - One hundred percent (100%) of the tuition balance will be due for withdrawals after March 1, 2027.
 - Withdrawal of a student who received financial aid will result in a tuition balance as described above or \$1,500, whichever is greater.
- Exceptions to this policy, which typically involve unusual circumstances or financial hardships, may be requested by an appeal to the Finance Committee.
- In cases involving a student's dismissal, refunds or obligations due will be prorated based on the number of days attended.
- Outstanding balances at withdrawal or dismissal can result in the addition of a thirty-five percent (35%) collection fee and the account being sent to a collection agency.