

## ARROW CHRISTIAN ACADEMY FINANCIAL POLICIES

### APPLICATION, REGISTRATION, TUITION & FEES

#### **APPLICATION & REGISTRATION FEES are NON-REFUNDABLE:**

Application Fee for NEW Families is \$25 and due at the time of application.

Registration is \$200 per student, if **paid between Open Enrollment** up to 5/15.

**Registration** is \$250 per student, if paid after 5/15.

#### **TUITION:**

\$75 to \$125 per class Tuition Deposit is payable at the time of online class registration.

The balance of tuition will be invoiced via an email within 30 days of your registration.

10% of full tuition is NON-REFUNDABLE once **registered. (See “Dropped Classes” below)**

**Annual Payment:** If you choose the Annual Payment option, full payment is due 6/15 and may be paid with ACH/Debit/Credit Card.

**Monthly Payments:** If you choose the Monthly Payment option, the final invoice will detail 5 additional payments: 5/15, 6/15, 7/15, 8/15 and 9/15. Monthly payments must be set up on auto credit card payments (ACH). You will receive an approval form to create the auto payments. If you register after 5/15, your payments will be allocated based on the remaining payment months through 9/15. If by 7/15, you have not paid either the Annual tuition payment or paid the Monthly payments for May, June & July, your student may be removed from ALL CLASSES. Once payment is up to date, your student may re-enter classes only if there are openings.

**After 7/15, the entire cost of the class becomes non-refundable. If a student withdraws from a class after this date, another class may be chosen with a Change Order and fee.**

**No refunds will be given on a complete drop of any class(es) after 7/15.**

#### **LAB/SUPPLY FEES:**

All lab and supply fees are due and payable at online registration.

Lab/supply fees are **NON-REFUNDABLE** for class withdrawal/changes made AFTER 7/15.

#### **CHANGE ORDERS, DROP FEES & LATE FEES**

##### **Change Orders:**

\$20 per change order. (Must be requested online) **Dropped Classes:**

**To drop a class**, you must submit an online [Course Change Request](#).

Drops submitted **before 7/15** incur a charge in the amount of 10% of the class tuition. (You will not incur the 10% charge if you simply change your student to another class. See above.) If you move **forward** with a complete drop, you will **receive a refund** of any tuition amount previously paid less the drop **charge** of 10% of the class tuition.

**No refund is provided for classes dropped after 7/15. You will be billed in full for Tuition and Fees and payment will be expected in full at the time of your drop.**

**Late Fees:**

Unpaid balances after 9/15 will incur a \$25 **late fee** per month.

**ONLINE APPLICATION & REGISTRATION PAYMENT OPTIONS**

**Payments:**

ACH DEBIT: The ACH payment option is available during the online application & registration process.

This payment method requires a checking or savings account. There is no **fee** for ACH at the time of registration. However, the Annual payment on 6/15 made with an ACH payment will incur a 1% fee to cover banking fees.

Credit Card Payments: A \$20.00 convenience fee is charged at registration when paying by Credit Card. After you receive your invoice, via email, you can choose to continue using a Credit Card for future payments. The convenience fee on your invoice will be adjusted to 3% of the total invoice or a minimum of the \$20.00 paid at the initial registration, whichever is higher. If you use a credit card at registration then choose to pay the remaining balance with ACH debit, your \$20 convenience fee paid at registration will not be refunded or changed.

Paper Check: You may also pay by check if you choose one annual payment on 6/15, after your initial online registration.

**Mail to: 1908 Wimbledon Dr., Arlington, TX 76017**