



## Wilmington Christian Academy Financial Policies

**Payments:** Payments are due on or before the last day of each month beginning in September and ending in May. If the last day of the month falls on a day when the office is closed the grace period will be extended to the next business day. A fee of \$20.00 will be assessed for payments not received by the due date. Payments may be made by cash or check. A fee of \$20.00 will be assessed for returned checks. After two returned checks, only a cashier's check, money order, or cash will be accepted.

\_\_\_\_\_ Initials

**Enrollment Withdrawn:** If a student's tuition becomes past due, and satisfactory arrangements have not been made with the proper school authorities, the student(s) will not be admitted to class until both the past due and currently due payments are made.

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**Grade Cards and Student Records:** will be held from students who at the end of the grading period have a balance greater than \$5.00 (this includes, but is not limited to, tuition, lunches, and library fees). All records will be held from all students with any remaining balance at the end of the school year.

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**Damaged Property:** Assessments will be made to cover damage for school property that was in the student's care. This includes, but is not limited to, lockers, books, desks, etc.

\_\_\_\_\_ Initials

**Withdrawals:** Enrollment is intended to be for the entire school year, unless otherwise stated at the time of enrollment.

- a. Should circumstances change, the parent/guardian must notify the school in writing as soon as possible. A minimum of one month is required.
- b. Parents/Guardians will be expected to pay for any time less than a months notice.
- c. Exception – student leaves at the request of the school administration. Then the parent/guardian is responsible for the current installment only.

\_\_\_\_\_ Initials

**Extended Care –** The extended care service applies only for students enrolled in WCA. The services you select will be billed to your account in addition to your tuition. Any changes in the student's schedule must be made in writing at least one week prior to the schedule change.

\_\_\_\_\_ Initials

**Late Pick-up Fee:** A late pick-up fee will be charged for each child left at the school after 6:00 pm. The fee will be \$7.50 for any portion of the first 15 minutes, and \$7.50 for any portion of each additional 15 minutes.

\_\_\_\_\_ Initials

**~I (We) have read, understand and agree to abide by the financial policies and penalties as stated above.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_