

# *Financial Policies*



## *University Christian School*

*5520 University Boulevard West*

*Jacksonville, FL 32216*

*Phone (904) 737-6330*

*Fax (904) 739-7403*

## **New Student Registration**

All new students in Middle School and High School must complete a New Student Application Form. New Elementary students are exempt from the Application Form. The prospective student(s) must also interview with the respective Principal. The registration fee is due upon application.

The new student application and registration is considered complete upon receipt of the registration fee and each of the following:

- ❖ Application Form
- ❖ Completed Enrollment Form (one per Family)
- ❖ Completed Student Information Form (one per student)
- ❖ Extended Care Request Form (if necessary)
- ❖ Facts agreement completed
- ❖ Immunization Form
- ❖ Student Health Form
- ❖ Copy of Birth Certificate
- ❖ Copy of Social Security Card
- ❖ Copy of most recent Report Card
- ❖ Copy of most recent test scores; and
- ❖ Signed Commitment Form

## **Returning Student Registration**

Returning students enrollment will be complete if their account is in good standing and upon receipt of the registration fee and each of the following:

- ❖ Completed Enrollment Form (one per Family)
- ❖ Completed Student Information Form (one per student)
- ❖ Extended Care Request Form (if necessary)
- ❖ Facts Agreement completed
- ❖ Balance from prior year paid in full
- ❖ Updated Immunization Form (if necessary); and
- ❖ Signed Commitment Form

## **Tuition Payments**

**Annually** Tuition may be paid in full at registration before the beginning of the school year. Full tuition paid on or before July 1<sup>st</sup> will receive a \$200.00 discount.

**Two payments** Payments may be made in two separate payments. The first payment being due prior to July 1<sup>st</sup> and the 2<sup>nd</sup> payment made prior to December 1<sup>st</sup>. If both payments are made prior to December 1<sup>st</sup>, a discount of \$100.00 will apply to the second payment.

**Monthly** Monthly tuition must be paid through FACTS Tuition Management. The first payment is due in August and will continue until May. You may select the 5<sup>th</sup> or the 20<sup>th</sup> of the month for your tuition to be deducted from your checking/savings account.

## **UCS Donations**

Public School education cost is reported to be \$8,404.00 per student per year. One of the reasons that we are able to maintain lower tuition rates is the fact that many of our parents give tax-deductible donations to our school. If you elect to donate on a monthly basis, the amount can be added to your tuition. Other donations may be given at your convenience.

## **Returned Checks**

Your account will be charged a \$25.00 processing fee for any returned check. It is our policy to automatically redeposit all returned checks. Repeated incidences of returned checks will result in your account being placed on a cash only basis. Student accounts will also be put on hold when a check is returned to the school until it has been paid.

## **Cancellation Refunds**

Registration Fee – Registration Fees are non-refundable.

## **Delinquent Tuition**

Prompt payment of tuition is essential to the operation of the school's financial obligations. If payment of tuition is not received within 30 days of when it is due, parents are given written notification from the business office. In the event that payment becomes delinquent more than 60 days, the parents will be notified that the students' will not be allowed to continue to attend classes until their account is in good standing.

If a student's account is past due for any reason (tuition, extended care charges, library books, band fees, etc) access to 'netucs' will also be blocked until the account is current. When payments are made by check in these instances, please allow 7-10 days for processing before access will be made available.

## **Report Card Policy**

Report Cards and/or transcripts are withheld from students with delinquent accounts (including fees) until the account is in good standing. When payments are made by check in these instances, please allow 7-10 days for processing before access will be made available.