

CENTRAL MAINE CHRISTIAN ACADEMY

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School Tuition Policy

Introduction

At Central Maine Christian Academy (CMCA) we believe that tuition payments are an investment in your child's education and the strengthening of his or her religious foundation. Therefore the CMCA Official School Board accepts responsibility for recommending to its Principal and Administrator policies concerning the amount of tuition, the manner of payment, and in general, the development of this tuition policy. Furthermore, it is the responsibility of this School Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Fees

1. Initial Fees are those such as Registration and Supplies paid directly to CMCA. These fees are due at the time of Registration. Registration fees are non-refundable.
2. The purpose of the Registration Fee is to secure your child(ren) a place in our school. This fee is non-refundable. No student is allowed to attend class until this fee is paid in full.
3. The payment of Tuition allows your child to receive education at Central Maine Christian Academy. We place a high value on the instruction that we provide, therefore fees are in place in an attempt to cover the costs of this education. Tuition fees are paid either by a onetime annual payment directly to the school or by monthly payments to the school. There are also other payable fees that are associated with extra-curricular activities. Extra-curricular activity fees are non-refundable.

Tuition Payments

K through 12th Grade:

1. Ten (10) month Tuition payments begin no later than August of each school year. Payments are normally based on a 10 month payment plan. An optional 12 month plan is available with payments starting on June 15th.
2. There are basically two options for payment of tuition.
 - a. **Full Payment.** Under this option, the entire amount of tuition is paid on or before the first day of school.
 - b. **Monthly Payments.** Under this option the entire monthly amount of tuition is paid monthly (initially due on the first day of school and subsequently on the 15th of each month or on the Monday following (should the 15th fall on a Friday with no school, Saturday or Sunday)).

Pre-School Rates:

The weekly rate for a Pre-school Child is based upon the days or half days for which that child is signed up (registered) to attend. This rate is the same each week regardless of whether or not the child attends all those days in any given week. No exception is given for personal vacations or illness.

Should a parent decide to **lower** the number of days or half days that their child is registered, it is up to the parent to inform the School Office of this change at least one (1) week in advance of this registration change. Therefore, the week that the School Office is notified of the change in registered days will be charged at the old rate.

Should the parent decide to **increase** the number of days or half days that their child is registered, the tuition rate will increase the week that change occurs. The School Office should be notified by the parent one (1) week in advance of this change.

Late Registrations

Tuition for students registering on or after the first day of school is prorated over the number of days they will attend according to a formula established by the Official School Board.

Late Payments

It is the responsibility of each school family to keep the School Office informed of their need to make changes in their preferred tuition payment plan or adjustments in the amount of tuition paid. For the sake of a family's security and peace of mind, and for the general financial stability of CMCA, we encourage parents or guardians to contact the School Office as soon as possible if they anticipate economic difficulties.

Without such information, as stated above, and subsequent to the Administrator's approval of a revised payment plan, **effective August 1, 2017, the following policy will apply when tuition payments are received late.**

School Families who choose the monthly payment plan and miss a payment due may be assessed a \$25.00 missed payment fee. A payment of less than the full monthly payment amount is considered a late payment and a late fee may be assessed. Two (2) consecutive missed monthly payments are considered grounds for dismissal of the student(s) from Central Maine Christian Academy. Dismissal will be immediate and the student(s) will not be allowed to attend classes. A formal letter of dismissal of the student(s) will be mailed to the parents.

Reinstatement of a dismissed student due to failure of tuition payment as stated above, will be considered on a case by case basis and will be possible only through written request by the parents which will be considered at the next Official School Board meeting. Reinstatement will occur only subsequent to a positive vote by that body after due consideration.

Nevertheless, reinstated students will not be allowed re-admittance to classes until all outstanding financial obligations as met.

Tuition Assistance

Normally tuition assistance to needy families is not available. If tuition assistance is desired, it is recommended that parents contact their church or other charitable organization.

Delinquent Tuition Payments from Previous Years

Any unpaid tuition from previous school years prevents re-enrollment at Central Maine Christian Academy. Under this criteria a parent must pay all previous outstanding fees.

Refunds

Tuition:

Any family that desires to withdraw their child(ren) must notify Central Maine Christian Academy in writing of their intentions as soon as possible. Families that have paid the entire year in advance, that withdraw prior to the first day of school will be refunded the full amount of tuition paid. Please note that there are times that the repayment of these funds must wait until said funds are available.

After the first week of school attendance, tuition is not refunded for that month. Any student that attends more than two (2) weeks of class for any given month is charged in full for that month of tuition. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal, or removal of student from Central Maine Christian Academy.

Other Refunds:

The registration fee and fees for extra-curricular activities are non-refundable.