

## B-II. FINANCIAL INFORMATION

### ENROLLMENT FEE

The Enrollment Fee holds placement for a student and should be accompanied by an application for enrollment or re-enrollment. This fee is used to order curriculum and standardized testing materials for the coming year. This fee is non-refundable if the school can place the child in the grade recommended by BGBS. If the school decides it is unable to enroll the student, this fee will be refunded except for \$50.00, which will be kept by BGBS if the student has been tested for admission purposes.

### TUITION PAYMENT PLANS

- **Single Installment Plan:** All tuition after the payment of the yearly enrollment fee is due on or before June 1st. By following this plan, a family saves 5% on tuition.
- **Biyearly:** Fifty percent (50%) of the tuition and fees remaining after payment of the yearly enrollment fee is due on or before June 1<sup>st</sup>. The second payment will be due November 1<sup>st</sup>. By following this plan, a family may save 5% on tuition.
- **Credit Card Payments through FACTS Tuition Management Company:** Contact the school bookkeeper for details.
- **Monthly Installment Plan:** Parents who wish to make monthly tuition payments may do so through FACTS Tuition Management Company, a direct tuition accounting service. There is an annual enrollment fee of \$42 per family for the 2009-10 school year. Contact the school bookkeeper to submit the necessary paper work for enrolling with FACTS. The first tuition installment is due in June, July, or August. Parents must select to have automatic electronic withdrawals made on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- If the **Enrollment Contract is executed after June 1st**, the enrollment fee, plus any monthly installments that would have fallen due, will be due with the contract. Individual arrangements will be made for new enrollments after August 1st.

### TUITION ASSISTANCE

BGBS realizes that not all Christian families can afford to pay the full cost of an excellent Christian education. Therefore, BGBS provides an extensive need-based program to enrich the student body by making a Christian education possible for families who might otherwise be unable to afford it. BGBS seeks to manage its program on principles of confidentiality, concern for the individual, and good stewardship of resources. New families may apply prior to admission, though BGBS will not award aid until BGBS has offered admission and the family has returned an enrollment/tuition contract. Re-enrolling BGBS families must re-apply for financial aid yearly. Both new and current parents should obtain a confidential FFNA application from the school Office, complete the form, and submit it to FFNA in Hernando, MS, along with the FFNA processing fee. FFNA will hold all incomplete forms and may not inform parents of such hold. FFNA cannot disclose information concerning your assessment directly to the parents but, will make its report directly to the school administration in the number of days listed on the FFNA form. The days given are estimates only and are not meant as guarantees. BGBS will process the request for current families as each application is completed. The Board of Trustees seeks to serve current BGBS families before addressing the needs of new applicants. Therefore, **BGBS will not start processing financial forms from new families until April 1.**

**January 29th:** Parents may request FFNA applications from the school office.

**March 1st:** To receive consideration ahead of new parents, current parents should submit the financial aid application to FFNA by direct mail.

**March 31st:** Current parents should submit the enrollment contract and tuition deposit to BGBS by this date.

**April 1st:** BGBS will consider, on an equal basis, all applications completed on or after this date, whether from current or new families.

## TUITION CONTRACT

*Each year BGBS parents must sign the Tuition Contract stating their obligation to pay tuition and fees for the full academic year. Payment of tuition and fees is unconditional and no portion pre- paid or outstanding will be refunded or cancelled. Furthermore, no student will be considered for enrollment that has fees or tuition outstanding from a prior academic year.* Parents also agree and acknowledge the following:

- (A) The School reserves the right to discipline, suspend, or dismiss any student whose academic progress or personal conduct is unsatisfactory to the Principal, whose decision in every case is final.
- (B) The School reserves the right to dismiss any student whose tuition is more than 45 days delinquent.
- (C) The school is not responsible for damages to or loss of personal belongings.
- (D) The School shall be entitled to recover any and all costs incurred, including reasonable attorney's fees in connection with any litigation arising out of this agreement. The student's parents or guardians and any other person signing this contract do hereby covenant and agree to pay all costs, including reasonable attorney's fees for enforcement of these provisions.
- (E) All parties agree that the School is not obligated to release my child's grades, transcript, or other records to parents, other persons, organizations, or schools, whom might request them, until all accounts with the School are current and paid in full. These agreements are part of the consideration for the School's acceptance of the aforementioned as a student and for other good and valuable considerations.

## REFUND POLICY

Refunds on fees and tuition are given only under the following conditions:

1. 100% of the Registration/Re-Enrollment Fee, Science and Tech Fee, and any Tuition paid will be returned if there is no space for your child at BGBS. Otherwise, no portion of the Registration/Re-Enrollment Fee, Science and Tech Fee, or Tuition is refundable.
2. The amount of tuition paid above the enrollment fee and June's payment will be refunded if a student is withdrawn prior to the first day of school.

**Work-Related Change of Residency:** I/We understand that in the event this student's parent/guardian has a work-related change in residency caused by a job transfer which requires a change in residency of a distance of greater than 25 miles from the current residency (provided that such change in residency is not closer to the school ) and a change in residency is required and does occur, I/we are released from the obligation for the remainder of the school year's tuition as of the last day of attendance, which becomes the "withdrawal date." **Notification of said move and transfer of enrollment after the start of the school year must be made in writing to the Administrator 15 days prior to the student's withdrawal date. There will be no full or partial refund of any enrollment fees, Science and Tech. fees, or athletic fees.**

The determination of whether such a work-related change in residency has occurred shall be made in the sole and complete discretion of Blue Grass Baptist School, whose determination shall be final and binding.

## DONATIONS/ANNUAL FUND

1. **Donations:** Presently, tuition is not tax deductible, but cash gifts are. Also, from time to time parents might like to donate needed school equipment and supplies. Please see the school administrator for a list of needed equipment and supplies. Donations to the general and building funds are appreciated.
2. **Annual Fund:** The Annual Fund is a yearly one time tax-deductible to Blue Grass Baptist School. Your gift to the Annual Fund will provide additional resources to improve and expand the overall programs of Blue Grass Baptist School.