

Augustine Christian Academy

6310 E. 30th Street, Tulsa, OK 74114

Phone (918) 832-4600

Enrollment Contract 2018 – 2019

Student's Name: _____ Grade (this fall): _____
Address: _____ City _____ Zip _____
Phone: Home _____ Father's Work _____ Mother's Work _____
Father's Cell _____ Mother's Cell _____ Student's Cell _____
Family E-mail _____

Please check here if student will not be full-time _____ Number of classes desired _____

Re-enrollment: Please return this completed and signed contract (both parents must sign if applicable), with a non-refundable \$100.00 deposit, by March 30th, 2018. After March 30th, we are accepting new students and will not be able to guarantee current students a place for the next school year. Your deposit of \$100 per family will be credited toward your tuition for 2018/2019. **Contracts for 2018/2019 cannot be accepted without the deposit or from students whose accounts are in arrears. A contract must be completed for each student.**

New Enrollment: Please return this completed and signed contract (both parents must sign if applicable), with a non-refundable \$100.00 enrollment fee. Your deposit of \$100 per family will be credited toward your tuition for 2018/2019. A contract must be completed for each student.

The tuition for 2018/2019 and the payment options are attached to this form. A 2% discount is available to those who pay the full year's tuition by June 30, 2018. Payments received in the office July 1, 2018, or after, will not receive the discount. FACTS payment plans must be set up in the office.

I/we accept the following conditions: (1) I/we are responsible for the total tuition due for the 2018/2019 school year and that our account will be charged according to the payment option chosen. (2) Students are enrolled for the full school year. A reduction in tuition for voluntary student withdrawal will only be made upon approval for extenuating circumstances. (3) NSF checks will have a \$25 return check fee. (4) This contract is also a promissory note and can be sold or assigned to a third party if payments are in default. (5) If future payment default occurs, I/we will agree to pay reasonable collection costs, including attorney's fees, court costs and collection fees. Any delay on the part of the note holder to insist upon compliance with any term of this agreement shall not be considered a waiver of the right of the note holder to enforce all policies.

I hereby certify that I have read this contract and agree to all conditions stated above. Further, I authorize the release of financial information gathered by FACTS to Augustine Christian Academy personnel in order to establish any need for financial assistance.

Student tuition of \$ _____ to be paid as indicated: 100% paid by June 30th _____, or
FACTS Semi Annual _____, Quarterly _____ or Monthly Payments for _____ months on the 5th _____ 20th _____ of
each month (FACTS ONLY: Semi-Annual, Quarterly and Monthly payment options - 12-month option is
from June-May only and 10-month option is from August-May only)

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Accepted by: _____ Augustine Christian Academy Rep.

For Office Use: Date Received _____ Deposit Received _____

Tuition & Payment Option Information

2018-2019

PLEASE NOTE: The tuition amounts shown below include books, computer & science lab fees, and matriculation. Part-time and full-time students may participate in all extracurricular activities. *There are additional fees for secondary art classes and the performing arts program.*

**School of Grammar fees include classroom supplies and the art fee.*

*** 6th Grade Core program includes the Junior Achievement BizTown program.*

School of Grammar

Kinder-Prep Full-Time (includes Extended Day program)	\$6350* per year
Part-Time 4-Day	\$5400* per year
Part-Time 3-Day	\$4200* per year
Part-Time 2-Day	\$3050* per year
Kindergarten – 5th Grade (Full-Time)	\$6325* per year

School of Dialectic

6th Grade (Full-Time)	\$6750** per year
<i>(6th Grade Part-Time options available - see office for details)</i>	
7th – 8th Grade (Full-Time)	\$6975 per year
Part-Time One Class Only	\$1300 per year
Part-Time Two – Five Classes	\$1200 per class/per year
Study Hall/Tutoring on Fridays (included with FT enrollment)	\$ 600 per year

School of Rhetoric

9th – 12th Grade (Full-Time)	\$7775 per year
Part-Time One Class Only	\$1500 per year
Part-Time Two – Five Classes	\$1325 per class/per year
Study Hall/Tutoring on Fridays (included with FT enrollment)	\$ 700 per year

A non-refundable \$100 enrollment deposit per family is due when the student is enrolled and will be applied to tuition upon completion of enrollment. Friday tutoring sessions available for Part-Time students on a Per Diem basis.

Financial Assistance Information:

Multiple child discounts on students enrolled full-time: 2nd Child - 3% discount; 3rd child or more – 10% discount each.

Families with full-time students may apply for financial aid using FACTS Grant & Aid Assessment.

There is a limited amount of financial aid available each year. Financial aid applications can be submitted online beginning in March. Financial aid flyer's are available in the school office. FACTS will make a recommendation as to need, but by board directive financial assistance may not exceed 50%.

Tuition Payment Options:

Payment in full – a 2% discount is available to those who pay the full year's tuition by June 30th.

Multiple payment options from 2 to 12 payments– available **ONLY** through **FACTS Tuition Management**, a payment processing company that offers the options of bank drafts and credit cards. ***ACA is not able to offer the option of monthly payments without using FACTS.*** If you plan to pay your tuition using the **FACTS** payment options, a **FACTS** form must be completed and returned to the ACA office with this enrollment packet. Any changes to your **FACTS** payment plan must be transacted in the school office. Payments are on the 5th or the 20th of each month, whichever best fits your cash flow needs. Payments are to be completed by May of the school year.

Tuition & Payment Information

INTRODUCTION

The school's Administration is responsible for setting the price of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Their objective is to make the Christian classical education offered by Augustine Christian Academy as affordable and available as possible.

The Headmaster and Director of Operations believe that tuition payments are an investment in your child's education and preparation for life. We recognize that tuition payments often require financial sacrifice on the part of our families. We wish it were not so, but not everyone can afford private education.

The Headmaster and Director of Operations use tuition payment commitments for financial planning. It is also their responsibility to insure that timely payment is made in order to make adequate financial resources available for the school. To that end, these policy guidelines are established to clarify payment expectations.

APPLICATION AND ENROLLMENT FEES

New Families: Families new to Augustine Christian Academy pay a one time non-refundable application fee of \$75. A non-refundable \$100 enrollment fee for each family will be required when the enrollment process is complete. This enrollment fee secures their position in class and is applied toward tuition.

Returning families: A non-refundable \$100 enrollment fee for each family will be required to complete the re-enrollment process. The enrollment fee secures the student's position in class and is applied toward tuition.

Part-time students: The enrollment contract must indicate the number of classes the student will take at ACA.

TUITION PAYMENT

Pre-planning: It is very important that you prayerfully and wisely consider your financial situation **before** you commit funds for your child's education to Augustine Christian Academy (ACA).

ACA makes financial commitments to vendors, teachers, staff, etc., in order to provide a quality education to its students. The monies received via tuition are used to help meet those financial obligations. The financial commitments made by ACA to others and the financial contract a family signs with ACA carry moral and legal obligations. Failure to comply with a payment obligation encumbers the school in a multitude of ways and is simply unfair to those who follow through on their commitments to ACA. Collection measures are in place for those who fail to meet their financial obligations.

Full payment option: Under this plan the entire amount of tuition is paid on or before the first day of school. A 2% discount shall be applied to the total tuition due if the payment is made by June 30th. Payment in the form of cash, check or money order must be postmarked or received in the school office by June 30th to receive the discount. No discount will be allowed for full payments after June 30th. If not paying in full, a **FACTS Tuition Management Plan** form **MUST** be completed before students will be allowed to attend classes.

Installment payment option: Under this plan the entire amount of tuition is paid in installments according to one of the payment schedules offered through the **FACTS Tuition Management Plan**. This plan is an automatic payment plan made through your checking or savings account or credit card. Those choosing this plan will authorize their financial institution to make automatic payments to **FACTS** on either the 5th or the 20th of the month. The enrollment cost to set up the **FACTS** payment plan is \$10.00 for the two-payment option and \$43.00 for the three to twelve payment options. Payments are to be completed by May of the school year.

Even though you may plan to pay your tuition using one of the **FACTS payment options, if the necessary paperwork is not in place to allow timely bank drafts to begin by June (12-month plan) or August (10-month plan), your student may not be permitted to attend class until such time as **FACTS** confirms an approved payment plan is in place. Communication is key.**

Any changes to your **FACTS** payment plan must be transacted in the school office. *No changes can be made over the phone.*

LATE ENROLLMENTS

Families enrolling after June 30th may choose to fulfill their tuition obligation with either payment in full or by making installment payments via a **FACTS** payment plan.

Tuition for students enrolling after the first week of school shall be prorated according to an amount commensurate with the number of weeks remaining in the school year. Partial week attendance will be billed as starting on Monday of that week. Families enrolling late will not be eligible for the **FACTS** 12-month payment plan as all payments must be completed by May of the school year.

DEFAULTED PAYMENTS

School families who miss an installment payment due to insufficient funds will be assessed a missed payment fee by **FACTS** and may incur a fee from their own financial institution. The missed payment debit will be re-attempted by **FACTS** in approximately two weeks and may result in a double payment as **FACTS** attempts the current month as well as the month in arrears. **Any tuition payment more than 61 days delinquent may result in dismissal of the student from school.**

WITHDRAWAL/TUITION REFUNDS

The family of a student withdrawing prior to the first day of attendance will be refunded the entire tuition that has been paid less the \$75.00 application fee for new families and the \$100.00 enrollment fee. After the first day of attendance, if circumstances result in academic or financial based withdrawal, tuition refunds shall be prorated according to an amount commensurate with the number of weeks remaining in the school year.

Augustine Christian Academy

Statement of Faith

We believe it is impossible to teach from a religiously neutral position. Therefore, we set our statement of faith as the foundation of this ministry with the full commitment to teach every subject from this perspective without apology or compromise.

- **We believe** that all life is created and sustained by God (Isa 42:5) and can only be properly understood in terms of God's purpose throughout history, to bring glory to His name and to develop His kingdom.
- **We believe** that the Word of God, both the Old and New Testaments, is the only true and final authority for the believer. (2 Pet 1:20-21) The Scriptures, being self-validating, properly direct us in our relationship to God and our relationship to other men and the rest of creation.
- **We believe** that God is a Spirit, eternally existing in three persons, and is the Creator and Sustainer of the universe. He is the Author of all truth. All theories of man, while recognized as legitimate for study, must be validated in terms of God and the absolutes of His revealed Word. (Psalm 36:9)
- **We believe** that Jesus Christ is the Son of God, (Mark 1:1) the second person of the Trinity, (Mt 28:19) very God, and very man, equal in power and glory with God the Father.
- **We believe** Christ's resurrection established Him as victor over death, affirmed His kingship and guaranteed His ultimate victory over the kingdom of Satan. (Rom 1:4) As our King He rules over us and defends us, putting all enemies under His feet.
- **We believe** that the Holy Spirit is the third person of the Trinity, (Mt 28:19) and proceeds in His work from the Father and the Son. He is that Person of the Godhead who illuminates the mind and the heart of the believer; leading them in the truth while working obedience in their life, assisting and comforting them in the distresses of the world, and convicting the world of sin, righteousness, and judgment. (John 16:13)
- **We believe** that man was made in the image of God. (Gen 1:27) In this exalted position He rules the world under God. All mankind sinned in Adam, and is subject to the wrath and curse of God. Man stands in need of regeneration, the impartation of life by a sovereign and gracious act of God, and the forgiveness of man's sins through faith in the vicarious atonement of Christ. (Romans 5: 12-15)
- **We believe** that marriage between one man and one woman for life uniquely portrays Christ's relationship with His Church. (Eph. 5:21-33) Marriage is the foundational unit of society. (1 Cor. 7:2) Ideally, the children of a Christ-centered, lifelong marriage who grow up in the same home with both their father and mother receive from their parents the clearest example of important character traits including love, commitment, loyalty, responsibility, self-sacrifice, courage, and reverence to name a few.

PARENT & STUDENT SIGNATURE PAGE

I understand and agree that the Augustine Christian Academy Parent & Student Handbook governs the relationship between the school and myself. I have read through the Handbook, or my parent has read it to me. I understand the policies will be strictly enforced and I agree to comply with them. By signing, I also acknowledge my understanding that the staff and teachers will approach the education of all students at ACA according to the Statement of Faith as outlined on Page 5 of the Enrollment Contract.

(Signature of Parent/Guardian)

(Date)

(Signature of Parent/Guardian)

(Date)

(Signature of Student)

(Date/Grade)

(Signature of Student)

(Date/Grade)

(Signature of Student)

(Date/Grade)

(Signature of Student)

(Date/Grade)