

# FINANCIAL POLICY

## ALL PROGRAMS

**Enrollment (New Families):** New Student Application and New Student Testing fees are non-refundable and non-transferable. Parents/Guardians acknowledge a present intent to enroll student(s) upon acceptance and that CCA would incur a financial loss by the untimely withdrawal of student(s) after acceptance into the academic program. Upon notice of acceptance, student(s) shall be deemed to be enrolled in CCA for the 2026-27 academic year.

**Continuous Enrollment:** Continuous Enrollment Agreement extends and is binding automatically for each successive academic year until graduation from CCA or until written notice of termination is received from parent/guardian. Notice received by or before February 15<sup>th</sup> of each year will be without penalty.

Enrollment at CCA is a privilege, not a right, and termination of enrollment is at the discretion of the CCA administration. During the term of the Continuous Enrollment Agreement, the Parent/Guardian agrees to fully and timely pay CCA (in accordance with the payment plan elected) all tuition and fees. The CCA Board of Directors sets the tuition, charges and fees for the next school year in February of the current school year.

The obligation to pay tuition to CCA for each academic year shall become binding on February 16<sup>th</sup>. CCA has made economic decisions based on the enrollment of your student(s) and Parent/Guardian are obligated to the terms in the Tuition and Fee Schedule. On February 16<sup>th</sup> the Financial Agreement will be sent to the family to complete for each student. If tuition deposit is not paid by March 15<sup>th</sup>, the deposit amount will incur a \$100 late fee. Should the deposit and fee not be paid on or before April 15<sup>th</sup>, CCA will withdraw student (s). A Withdrawal form needs to be completed, and a \$200 withdrawal fee will be charged. Parent/Guardian will be obligated to pay the withdrawal fee tuition deposit, late fees, and any additional fees incurred. The account will be noted, and collection of fees will be required before future re-enrollment. Please note the release of records may will be delayed until payment is received.

Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student(s) during the academic year shall not excuse, alter, abate, or nullify the Parent's/Guardian's obligation for tuition and other charges/fees throughout the academic year.

**Late Enrollment:** When a student enrolls on or after the first day of class, tuition is prorated based on the start date in the month. Before the 15th of any month, 100% of the month's tuition is charged. On the 15th of any month and thereafter, 50% proration of the month will be charged and 100% of all remaining months in the academic year. Payment is due after the submission of the Financial Agreement. Students are not able to attend class until payment is received.

**Vacation, Holiday, Illness:** Credits are not available for vacations, holidays, illnesses, or a Force Majeure (a Force Majeure includes any event beyond the reasonable control of CCA, such as an act of God, fire, loss or malfunction of utilities, war, national emergency, health epidemic or pandemic, and the like.) Parents/guardians agree that distance learning constitutes performance of CCA's obligations under this Financial Agreement in the event of a Force Majeure.

**Payment:** Parent/Guardian understands that tuition and other charges/fees for the following school year are billed starting June 24<sup>th</sup> and are due in full by July 5<sup>th</sup> unless a payment plan has been selected. CCA offers three tuition payment plans (listed below). A tuition deposit and completion of Financial Agreement for each student for the following school year will be due by March 15<sup>th</sup> of the current school year. You may change your Payment Plan up to May 31st without penalty. After May 31st, a \$100 Payment Plan Change Fee will be added to your tuition invoice.

- Any invoice not paid within 5 days of the due date will be assessed a \$30 Late Fee.
- If payment is not made either by check, cash or by using the Paylink on your invoice to pay directly from your bank account within 5 days of being notified that payment did not clear, a \$30 Late Fee will be assessed.

**Annual Payment Plan (one payment)**- Annual payers will receive a \$100 discount per student if they pay before Jul 5<sup>th</sup>. The invoices will be emailed on June 25<sup>th</sup> and are due July 5<sup>th</sup>. Any other items needing to be invoiced after the tuition is paid will be due on the 5<sup>th</sup> of the month. Annual Tuition may be paid with check, cash or by using the Paylink on your invoice to pay directly from your bank account. It is encouraged to pay directly to the Business Office by check or cash for the school to avoid costly bank fees.

**Quarterly Payment Plan** - Invoices will be emailed June 25<sup>th</sup>, September 25<sup>th</sup>, December 25<sup>th</sup> and February 25<sup>th</sup>; payment is due by the 5<sup>th</sup> of July, October, January, and March respectfully. Any other items needing to be invoiced after the tuition is paid will be due on the 5<sup>th</sup> of the month. The ACH (Authorization Agreement for Automatic Bank Withdrawal) Form **or the Credit Card Authorization Form** IS REQUIRED TO BE COMPLETED EACH YEAR. Families choosing the quarterly payment option will be required to pay through CCA AutoPay, or electronic transfer of funds.

**Ten-Month Plan**- Ten equal payments are due July through April on the 5<sup>th</sup> or 20<sup>th</sup>. The ACH (Authorization Agreement for Automatic Bank Withdrawal) Form **or the Credit Card Authorization Form** IS REQUIRED TO BE COMPLETED EACH YEAR. Families choosing the monthly payment option will be required to pay through CCA AutoPay, or electronic transfer of funds.

**Delinquent Accounts:** At 5 days past due, Jupiter Grades/Homeschool Reporting access will be turned off until the account has been made current. At 30 days past due, student(s) cannot attend classes until account has been made current. A family with any tuition, charges or fees not paid after 40 days will be subject to dismissal. Student records will be held until the delinquent account is paid. All accounts must be current at the beginning of each semester for the student to continue enrollment and Jupiter Grades/Homeschool Reporting access granted.

*If you have an unexpected financial situation that may cause you to make a late payment or require financial consideration, please contact the Business Office to discuss possible options. We cannot help if we are unaware of the situation; therefore, we ask Parents/Guardians to let us know of any issues immediately so we can work together on a solution.*

**Withdrawals:** Parents/Guardians are responsible for all tuition, other charges and fees due for the entire school year even if the student is withdrawn, suspended, or dismissed either voluntarily or involuntarily after the completion of the Annual Financial Agreement. Withdrawal after the completion of the Annual Financial Agreement must be submitted on a withdrawal form and is subject to a withdrawal fee. Requests for exceptions are subject to the discretion of the CCA Board of Directors.

**Forgiveness of Money Due:** This Financial Agreement contains the entire agreement of the parties hereto. All alterations, changes, modifications, or amendments to this Financial Agreement must be set forth in writing and shall only be effective upon approval of the Board of Directors or the party to be bound. Any Family requesting any change in the terms of this Financial Agreement prior to the expiration of the academic year must complete the appropriate form(s) as a formal request for modification in writing. Application for any modification is subject to approval of CCA's Board of Directors in its sole discretion.

***In the event of a default in financial obligations set forth in this agreement, parents/guardians agree that CCA has the right of enforcement and collection to resolve the default. The default may be resolved through the process of collections or through Mediation and is at the sole discretion of the CCA Board of Directors. Any costs associated with an outside collection vendor (25% of the amount due CCA) or attorney to assist in the collection of the debt through mediation legal fees and/or court costs would be the responsibility of the Parents/Guardians.***