

PBCA FINANCIAL POLICIES

PBCA is a not-for-profit ministry operating on the principles of faith. Tuition is kept as low as possible to provide quality Christian classical education at an affordable rate.

PAYMENT OPTIONS

Tuition payments may be made in two (2) ways in accordance with the Tuition and Fee

Schedule:

1. 100% paid in full by the first day of school; or
2. 10 Monthly tuition payments starting August 1st, ending May 1st.

*Preschool families who are enrolled have the option of prepaying for the year or using a 12-month payment plan, starting August 1st and ending July 1st.

*VPK students enrolled in our wrap-around program have the option of prepaying for the academic year (August-May) or using a 12-month payment plan, starting August 1st and ending May 1st. Optional summer enrollment for VPK students will be sent home after Spring Break each year.

All payments are to be made through FACTS for K-8th-grade families and Procare for preschool families.

Monthly Tuition Plan:

Monthly tuition payments are due and payable on the 1st of each month. Twelve and 10 monthly payments begin in August. If a payment is returned from the bank or rejected due to insufficient funds, a \$30 fee will be charged upon first rejection and each occurrence thereafter.

TUITION DISCOUNTS

Multiple Sibling | 10% off the oldest child's tuition

PBCA Faculty | 15% off with proof of employment at PBCA

Prepayment | 10% off annual tuition if received by the first day of school. Step Up award amount or VPK voucher award amount will be applied, and then the prepayment discount will be applied to the students' remaining tuition balance.

**Tuition discounts may not be stacked*

FINANCIAL ASSISTANCE K-8th

PBCA offers Financial Aid to K-8th-grade families deemed to be in need of assistance. The aid process begins March 1st each year. Financial Assistance is distributed on a first-come, first-served basis through FACTS Financial Aid. FACTS will charge a nominal fee, which is payable via credit card. Returning students must apply for financial assistance each year. Late applicants may be considered if funds are available.

Qualifications

- Students must be enrolled in school at PBCA and may not have an outstanding balance.

ACCEPTED TUITION ASSISTANCE K-8th

PBCA is enrolled with the Florida School Choice Scholarship Program, Step Up for Students (hereinafter referred to as "SUFS"), and PBCA encourages families to apply. If your family has received a SUFS scholarship, please submit the award letter to your K-8 Office Administrator.

Parents who receive Step Up for Students scholarships must have an accurate email on file with the Florida School Choice Program. This email will provide each family with the opportunity to electronically approve quarterly payments on their behalf to PBCA. Payments not approved will result in future FACTS Account payments accruing full tuition charges for the month.

Additionally, a \$25 administrative late fee will be assessed to all late scholarship signatures, and a \$200 administrative fee will be charged for those who approve payments after the deadline and require reimbursement. Failure to approve scholarship checks could result in the loss of classroom attendance when the account falls into delinquent status.

CANCELLATION / REFUNDS

Registration and enrollment fees are non-refundable. If a student withdraws after signing the enrollment contract, parents will be responsible for the full tuition for the semester.

RETURNED CHECKS

Should the need arise, and a check needs to be written, whether for a field trip, extra-curricular, etc., and your check is returned, your account will be charged a \$25.00 processing fee for the returned check. Repeated incidents of returned checks will result in your account being placed on a money order-only basis.

DELINQUENT TUITION

If payment of tuition is not received and cleared within thirty (30) days of when it is due, class attendance privileges will be removed for all students within the family. Loss of class privileges will impact attendance records. Restricted attendance can result in loss of credit and removal as an enrolled student at PBCA if attendance restriction goes beyond the number of allowed absences as outlined in the handbook.

Additionally, students are not able to take or make up tests and quizzes from financially restricted absences. If any past due tuition payment (prior month) and associated late fees have not been paid in full by the due date of the next payment, along with that payment, all children's class privileges will be terminated until the balance has been paid in full.

Further, delinquent tuition payments may lead to the dismissal of a student. Delinquent accounts will also receive a restriction on the issuance of report cards, transcripts, and/or standardized test results until the family account is in good standing. When payments are made by check in these instances, please allow 7 to 10 business days for processing before access will be made available.

PBCA maintains the policy that tuition accounts are family-based and not looked upon as individual student accounts.