



## WHITEFISH CHRISTIAN ACADEMY CONTINUOUS ENROLLMENT POLICIES

Whitefish Christian Academy enrolls students in Continuous Enrollment (CE) until graduation or withdrawal.

After the December board meeting each year, we will publish next year's tuition, the Continuous Enrollment Fee (CEF), and financial-aid information. Parents or legal guardians sign the CE Contract as a commitment to the following school-year's tuition.

WCA's Continuous Enrollment Policies are as follows:

- One CEF per student will be billed to your 2021-22 FACTS account in March.
- Once paid, the yearly CEF is non-refundable after the last Friday before Spring Break, except when contingent on financial aid. The contingency is only in effect when a financial aid application and supporting documents are submitted and verified by last Friday of April of each enrolling year.
- New families will be responsible for setting up an account with FACTS Tuition Management Services and choosing the payment plan and due date that best fits their individual needs. See more information in the "Admissions" area our website, <https://www.whitefishchristianacademy.org/>.
- The first month's tuition payment is non-refundable and must be scheduled for withdrawal no later than September 1<sup>st</sup>.
- The school reserves the right to require any account to be brought current for a student to continue to attend classes.
- Any family whose account has been overdue more than 30 days may be required to pay a semester's tuition in advance.
- All accounts must be current at the end of each quarter before a student is given his/her report card or permitted to begin the next quarter.
- Students will be allowed to begin a new year after all previous years' obligations are met and accounts are current.
- Student records, including report cards and transcripts, will be withheld if the family leaves the school owing tuition or any other fee. All checks must have cleared the school's account before transcripts or diplomas are released.
- The administration reserves the right to ask a family to withdraw from the school if, in the administration's opinion, the family is unable to support the policies, practices, and personnel of the school.
- A student who is mandatorily withdrawn, dismissed, or expelled must pay a prorated portion of tuition based on days in session.

- If a student withdraws from school after the second week of the new school year, you will be billed for the entire semester. If a student withdraws after the second week of the second semester, you will be billed for the entire school year. Any outstanding balance will be billed to the FACTS account. No school records will be released until balance is paid in full.
- All school parents are members of the Parent Teacher Fellowship (PTF). The PTF's primary purpose is to enrich the school program. All school families are required to contribute 15 hours during the year on approved projects or contribute \$1500.00 to the general fund. Failure to complete PTF hours could adversely affect future financial aid awards.
- As a family maintains their CE, each student's information (i.e. address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in our student information system. Families must keep each student's information up to date. WCA will help maintain the records by reminding parents to provide updated information, as necessary, but each parent is ultimately responsible for the completeness and accuracy of this information.
- Whitefish Christian Academy reserves the right to use the student's photo in publications, social media, and the website unless the parent requests otherwise.
- WCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.
- WCA may discontinue this CE system at any time and/or may require families to sign a new enrollment contract as a condition of continued enrollment.