

Incarnation Academy

2022-2023 Fees, Tuition Rates, & Financial Policy

<u>Annual Registration Fee</u>	<u>Annual Supply Fee</u>	<u>Monthly Tuition</u>	<u>Annual Tuition</u>
\$250	\$150	Tues/Thurs	\$3,834
		Mon/Wed/Fri	\$5,247
		Pre-K 4 Hybrid	\$7,038
		Mon-Fri	\$8,127
		Kindergarten	\$8,460

Tuition & Registration Fees:

- ❖ Monthly tuition is due on the 1st day of each month. No invoice will be provided.
- ❖ The preferred method of tuition payment is via electronic funds transfer or credit card. Please fill out the enclosed EFT form. This is the best way to avoid late fees.
- ❖ The second-best method to pay tuition is to set your child's tuition up as an automatic bill pay from your bank. Please have the check set to be sent *a few days prior* to the first of the month to avoid a late fee. Again, checks received after the 5th business day of the month will receive a late fee. All checks should be sent to the attention of Incarnation Academy/ Jill Bellew.
- ❖ A \$25 late fee is added if tuition is not received by 3:00 pm on the 5th business day of each month, see attached dates for the year. Delinquency notices will be e-mailed if payments are not received by the 15th of each month and enrolled students will not be able to attend Incarnation Academy until the outstanding balance is paid.
- ❖ If there is a change to your credit card or bank information, *it is your responsibility to notify the school*. If the payment is returned and we do not receive alternate payment by the 5th business day of the month, you will be assessed a \$25 late fee.
- ❖ There will be a \$35 fee charged on all returned checks and electronic funds transfers, and a \$15 charge for declined credit cards. You will be charged a \$25 late fee if you do not supply alternate payment by the 5th business day of the month.
- ❖ All registration fees are nonrefundable and cannot be applied towards tuition payments or future enrollment. No refunds will be made if the school is closed due to unavoidable circumstances.
- ❖ Thirty days written notice is required to withdraw from the program.
- ❖ **The Kindergarten students must financially commit to the full-year tuition amount.**

Extended Care, Spirit Wear and Teacher Appreciation

- ❖ You can designate on the EFT form if you would like for us to charge your account for items and services other than tuition. For example, spirit wear, extended care and teacher appreciation can all be charged on your account on file with us. Simply fill out the attached EFT form and initial next to all items that you would like to be charged your account.
- ❖ Charges made for IAPA can include anything related to school fundraising activities or events.

Business Manager Contact Information

- ❖ Any questions or concerns about financial matters should be addressed to Jill Bellew at 214-217-5659 or jbellew@incarnation.org

Incarnation Academy

Acceptance of the Financial Contract 2022-2023

Child's Name(s): _____

I/We, _____, as parent/legal guardian(s) of the child (ren) listed above, do hereby agree to the financial obligation as itemized in the Financial Contract and select the following tuition and payment options at the rates listed for the 2022-2023 school year:

Tuition Options (Please choose one)

_____ Option A – Annual payment
One (1) Payment due on or before August 29th, 2022

_____ Option B – Monthly Payment Plan
Nine (9) equal payments due by the first of each month, beginning August 29th, 202 – May 1, 2023

Payment Options (please choose one)

_____ Bank Draft (EFT Form required) (strongly encouraged)

_____ Credit Card Charge (EFT form required)

_____ On-line Bill Pay

_____ Personal Check

I have read the above contract and agree to the stipulations listed.

Signed: _____

Date: _____