

# Financial Policy



Dear Parents and Friends,

The ministry of Heritage Christian School is one that I consider vital to training a generation that can stand for the Lord. It is our desire to honor the Lord and serve our community. Like all other organizations, Heritage Christian School incurs financial obligations in the working of this ministry. Since our expenses go on in spite of non-payment, it has become difficult at times for us to honor our policy of timely payment of our obligations.

Therefore, we will continue our current policy towards late payment or non-payment of tuition:

1. No student will be permitted to start school unless the book fee (due in August) and the previous school year's balance are paid in full, unless written permission from the administration has been received.
2. If tuition payment is not received in full by the 20<sup>th</sup> of any given month, a late fee of \$40 will be added to the account balance.
3. If two tuition payments are missed, the administration will personally contact the parents to establish a plan whereby the tuition can be paid.
4. If three tuition payments are missed, the parents will be required to enroll in our ACH Debit program, using either a checking or savings account. If any payment is missed while on the mandatory ACH program, or if a family is unwilling to enroll in the ACH program, the student(s) will be subject to dismissal from Heritage Christian School at the discretion of the administration.
5. Before and After Care charges will be added each week to the account balance, and maintained through the "Procare Connect" app (formerly Kinderlime).
6. Heritage Christian School uses Smart Tuition Online to keep track of tuition, fees and payments. Parents must have a valid email address to access the program and are responsible to log in periodically to maintain a zero balance each month.

It is our desire to educate children at the lowest cost possible, and therefore it is imperative that each parent honor their financial commitments in a timely fashion. Together we can train a generation that can succeed as Christian men and women in an increasingly difficult world.

Sincerely,

A handwritten signature in black ink that reads "Mark Carpenter".

Pastor Mark Carpenter

Family Name (PRINTED)

PARENT/GUARDIAN SIGNATURE

DATE