

**CORNERSTONE CHRISTIAN ACADEMY**  
**5150 North Gate Rd., Granbury, TX 76049**  
**FINANCIAL CONTRACT - 2018-19 SCHOOL YEAR**

This is a legal and binding financial contract between Cornerstone Christian Academy, a non-profit 501(c)3 Christian private school (hereinafter "CCA" and \_\_\_\_\_ (herein after "Parentor Guardian") of the following students listed below that are enrolled with intent to attend CCA for the 2018-2019 School Year.

Student Name	Grade	Regular Tuition Rate	% of Discount	Discounted Tuition Rate	Total Tuition Mo. Rate	Registration Fee Due @ Enrollment

**Yearly Tuition Rates:** Kinder-1<sup>st</sup> Grade = \$7650 - 2<sup>nd</sup>-12<sup>th</sup> Grade = \$7950 - Rates are pro-rated monthly based upon months remaining for the school year and adjusted and pro-rated according to date of enrollment.

**Registration Fee:** Kinder - 1<sup>st</sup> Grade = \$200 - 2<sup>nd</sup> - 8<sup>th</sup> Grade = \$350 - \*9<sup>th</sup> - 12<sup>th</sup> Grade = \$250

\*9-12<sup>th</sup> grade students need to provide their text books and an electronic device (tablet or lap top computer) to utilize in class. All grades must purchase uniforms from the approved vendor.

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**Enrollees who register after August** - the first month payment and the registration fee are due at time of enrollment and are non-refundable. Payment must be received before a student can attend class.

Due at Enrollment: 1<sup>st</sup> Tuition Payment(s) \$ \_\_\_\_\_ + enrollment fees \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Tuition Payment Options:**

Please select the following payment options for FACTS payments to be withdrawn from your account:

- \$ \_\_\_\_\_ Annual - Due June 1, 2018
- \$ \_\_\_\_\_ Semi-Annual - Due June 1, 2018 and December 1, 2018
- \$ \_\_\_\_\_ Quarterly Bank Draft - Due 1<sup>st</sup> of June, September and December of 2018, March 1, 2019
- \$ \_\_\_\_\_ Bi-Monthly Bank Draft - Due twice monthly on \*2 selected dates below, June, 2018 - May, 2019
- \$ \_\_\_\_\_ Monthly Bank Draft - Due one time monthly on\* 1 selected date below, June, 2018 - May, 2019

\*Select Day(s) of month for payment bank drafts: \_\_\_ 1<sup>st</sup> or 5<sup>th</sup> and/or \_\_\_ 15<sup>th</sup> or 20<sup>th</sup>

**We know you have a choice in your child's education, and we appreciate you choosing CCA. While we are a ministry at heart, we still must operate with sound business practices while we remain a good steward of our financial obligations and maintain the solvency of our school.**

**Terms and Conditions: Please read and initial each section:**

\_\_\_\_\_ (a) Parent(s) and Guardian(s) have carefully examined the doctrinal basis, the philosophy and Christian purpose of CCA, in cooperation with Parent(s) and Guardian(s), seek to provide the student with a total spiritual and academic program of education.

\_\_\_\_\_ (b) Parent(s) and Guardian(s) agree to the following policy: Unless paid in advance, tuition payments are due and payable each month on the dates agreed upon in the "Tuition Payment Option" section of this contract and will be collected by bank draft through FACTS TUITION MANAGEMENT SYSTEM. CCA does not send out monthly invoices or a reminder for your tuition payment dates. It is the responsibility of the parent(s) or guardian(s) to ensure that payment amounts are met in a timely manner as agreed upon.

\_\_\_\_\_ (c) Parent(s) and Guardian(s) agree to the following late fee policy: Unless expressed prior consent by the Head Administrator or its designee, your payment is due on the said above in the "Tuition Payment Option" section of this contract. In the event CCA receives your payment (5) days past a due date, a late penalty will be added to your account in the amount of \$35.00. CCA will make every attempt to collect tuition payment, including but not limited to, a collection agency upon 90 days aging on your account. Your student will be subject to losing the privilege of participation in extracurricular activities such as athletics, band, student council events, etc. up to an including not being allowed school attendance. Grades will be suspended and access to RenWeb will be deactivated, etc. until such time arrangements for payment is received by the CCA Head Administrator or its designee. Grades, testing, transfer documents, transcripts, and report card of the student will not be released if ANY tuition or payment fees for services or goods rendered are outstanding upon withdrawal, be it voluntary or involuntary, at any time the student exits CCA.

\_\_\_\_\_ (d) If FACTS is unable to collect payment due to insufficient funds, Parent(s) or Guardian(s) will be fined \$35 by FACTS.

\_\_\_\_\_ (e) A \$35 returned check fee will be charged for and Parent(s) or Guardian(s) check returned for insufficient funds. Said non-payment is subject to the above late policy as well.

\_\_\_\_\_ (f) All monthly tuition and fee payments will be paid by bank draft through FACTS Tuition Management, an independent contractor for CCA. Late fees and other amounts due on a student account is to be paid directly to CCA. Late fees and other amounts due on a student account is to be paid directly to CCA Business Office, on-line, or through the mail at Cornerstone Christian Academy, 5150 North Gate Rd., Granbury, TX 76049.

**REFUND POLICY - PLEASE READ AND INITIAL EACH LINE:**

CCA has financial and contractual arrangements with faculty, staff, vendors, etc. which are made in the spring before the beginning of the school year. Those obligations along with the cost of conducting business, make it imperative that we have a financial commitment for the year from Parent(s) or Guardian(s). School year is defined under the Financial Policies in the Student Handbook.

***Please note that there is not a refund policy available outside of the items listed below, without written appeal and approval by the CCA Board of Directors. The Head Administrator has full authority to enforce the policies as written and agreed upon by the Parent(s) and Guardian(s) as indicated by the initials and signatures below:***

**Early withdrawal policy: Parent(s) and Guardian(s) agrees to pay, per child, the following for any student that voluntarily or involuntarily withdraws from CCA.**

\_\_\_\_\_ Any remaining amount of tuition owed for the month the student is withdrawn - no matter what the date.

\_\_\_\_\_ Any existing or outstanding school related fees or costs previously incurred (athletic fees, lunch out, damaged property, uniforms, books, before and after care, late fees, outstanding tuition, etc.).

\_\_\_\_\_ An early withdrawal penalty calculated at 25% of the remaining balance of tuition for the 2018-2019 school

\_\_\_\_\_ If early withdrawal is made before the start of the school year, registration fees are forfeited. There is no refund in this instance.

\_\_\_\_\_ In the event of an early withdrawal, FACTS Management System will not be deactivated until such time as the account is brought to a zero balance to include any school related fees, tuition, late fees, etc. and any penalty unless other arrangements are made in written form in agreement with administration. These amounts are due at the time of withdrawal and subsequent request of records.

In agreement whereof, the parties hereto have signed the Contract on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Parent(s) or Guardian(s):

Cornerstone Christian Academy:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Title

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Special conditions for acceptance are considered on a limited basis with prior meeting and acceptance by the Head Administrator

Contract Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Date

Type of Payment: \_\_\_\_\_

Check No. \_\_\_\_\_