



REID TEMPLE CHRISTIAN ACADEMY

11400 Glenn Dale Boulevard, Glenn Dale, MD 20769

Office: 301.860.6570

www.reidtempleacademy.com

FINANCIAL COMMITMENT FORM (2017-2018 SY) Grades Kindergarten - 5th

I/We understand that tuition and fees for the following child will be:

Student's Name	Grade	Total Financial Obligation (Per Fee Calculating Schedule)	New Student (Yes or No)
_____	_____	\$ _____	_____

All tuition and fees must be paid through one of the following options. Please indicate your choice.

- _____ 1. Pay 100% directly to the school by check, cashier's check, money order, or through FACTS Tuition Management Systems** no later than July 20, 2017.
- _____ 2. Pay in 2 installments, July 20, 2017 and December 20, 2017. Fees are paid through FACTS Tuition Management Systems.**
- _____ 3. Pay in 4 installments, July 20, 2017, October 20, 2017, January 20, 2018 and April 20, 2018. Fees are paid through FACTS Tuition Management Systems.**
- _____ 4. Pay in 10 monthly payments beginning July 2017 and ending April 2018. Fees are paid through FACTS Tuition Management Systems.** There are four monthly payment date options, including the 5th, 10th, 15th, and 20th. **Please circle desired date.**
- _____ 5. Pay in 20 bi-monthly payments beginning July 2017 and ending April 2018. Fees are paid through FACTS Tuition Management Systems.** There are four monthly payment date options, including the 5th, 10th, 15th, and 20th. **Please circle desired dates.**

**** FACTS Tuition Management Systems is an automated payment system. Families pre-authorize their bank or credit card company to automatically transfer funds to RTCA on the installment payment date as scheduled above. If monies are not available on the scheduled withdrawal date, FACTS will charge a \$30 fee for insufficient funds. FACTS will attempt a second withdrawal 5 days later and a third attempt 10 days later. After a third failed attempt, FACTS will make no further attempts to collect that tuition payment. A late fee of \$100 will then be charged by the school. Your child/children will not be permitted to attend school until all back payments and late fees are paid in full by cash, credit card, money order, or bank cashier's check. If tuition and fees continue to go unpaid, the account may be turned over to a collection agency. **The school will not release any transcripts or provide school recommendation forms for any accounts remaining in delinquent status.****

All families enrolling in Reid Temple Christian Academy must enroll in FACTS by June 1, 2017. Enroll in FACTS by going to <https://online.factsmgt.com/signin/3FYPR>. (FACTS enrollment is required also of families paying with annual or bi-annual payment. All incidental costs will be billed through FACTS.) Families applying for admission after July 10, 2017 will follow the following payment schedule:

- Enrolling after July 10, 2017 but before August 1, 2017: 9 equal monthly payments beginning August 20, 2017 and ending April 20, 2018 (date adjustments will be made with other payment options).
- Enrolling after August 1, 2017 and before September 1, 2017: 8 equal monthly payments beginning September 20, 2017 and ending April 20, 2018 (date adjustments will be made with other payment options).

PARENT/GUARDIAN FINANCIAL AGREEMENT

In completing application for enrollment or re-enrollment at Reid Temple Christian Academy, I / We agree and understand:

1. To pay tuition and fees as detailed below:

Fee Calculating Schedule (Kindergarten – 5 th Grade)							
Payment Method/Tuition & Services	2017-2018 Charges	Annual Payment	Semi-Annual Payment	Quarterly Payment	Monthly Payment (10 Months)	Bi-Monthly Payment	
(Place X in appropriate box)							
Tuition/Lunch	\$11,245.00	\$11,245.00	\$5,622.50	\$2,811.25	\$1,124.50	\$562.25	
Before Care	\$1,100.00	\$1,100.00	\$550.00	\$275.00	\$110.00	\$55.00	
Aftercare	\$2,000.00	\$2,000.00	\$1,000.00	\$500.00	\$200.00	\$100.00	
Mandarin Immersion	\$300.00	\$300.00	\$150.00	\$75.00	\$30.00	\$15.00	
Endowment *	\$500.00	\$500.00	\$250.00	\$125.00	\$50.00	\$25.00	
Grand Total (A)							
Less: 5% Discount (Annual Payment Paid by July 20th) (B)							
Less: Financial Aid/Scholarship (C) (Please attach notification.)							
Less: Legacy Scholarship (D) (Please attach notification showing percentage off.)							
Less: Sibling Discount #1 (10% of tuition only) (E) Sibling Name: _____							
Less: Sibling Discount #2 (15% of tuition only) (F) Sibling Name: _____							
Final Total (A-B-C-D-E)							

*The endowment fee is a one-time, non-refundable fee, paid by each new family of the Academy.

2. To abide by Reid Temple Christian Academy's Tuition/Fee Policies, as follows:

- All families will be required to enroll in the FACTS Tuition Management System.
- Tuition payments are automatically withdrawn from your checking or savings account, or credit card, on the 5th, 10th, 15th, or 20th day of each month (as you have selected) through the FACTS Tuition Management System. If a lump sum payment is preferred, the payment is due on or before July 20, 2017. There is a nominal annual management fee charged directly by FACTS. This fee is automatically charged to your account with the first tuition automatic withdrawal.

- Additional fees may be added to your FACTS account as it becomes necessary, including late-pick up fees, after-care special fees, sports fees, etc. RTCA is authorized to make changes to FACTS accounts after authorization has been received in the office with change forms, event sign-ups, or other communications. FACTS will send notifications of any changes made to the account.
- No Kindergarten student, 5th grade student or 8th grade student will be permitted to attend graduation exercises or receive a diploma unless the family's tuition account is current and all checks have cleared the school's bank account. No exceptions.
- If you withdraw your child from the school prior to the end of the academic year, you will be required to pay a combined total of: a one thousand dollar (\$1,000) charge; the tuition for the full month in which you choose to withdraw your child; an additional month's tuition; and any other outstanding debts at the time of the withdrawal. Your total withdrawal fee must be paid in full at the time of withdrawal. Any refunds due will be paid within forty-five [45] days after the effective date of the withdrawal. Student records will not be transferred to another school until all debts are paid.
- If your child is expelled or withdrawn at the recommendation of the school, then you will be required to pay only the tuition for that current month and any other outstanding debts at the time of the withdrawal. Your total withdrawal fee must be paid in full within thirty [30] days from the time of expulsion or withdrawal upon the school's recommendation. Any refunds due will be paid within forty-five [45] days after the effective date of the withdrawal. Student records will not be transferred to another school until all debts are paid.
- Failure to meet the above-stated obligations or payment arrangements will result in action to refuse enrollment for subsequent years.

Financially Responsible Party(ies):

Father/Guardian Name (printed) _____
 Address _____
 City _____ State _____ Zip Code _____
 Cell Number _____ Work Number _____ Home Number _____

I verify the information provided is correct and that I will abide by the financial policy as stated in the Student Handbook and on this form regarding my/our financial responsibility to RTCA.

Father/Guardian Signature _____ **Date** _____

Mother/Guardian Name (printed) _____
 Address _____
 City _____ State _____ Zip Code _____
 Cell Number _____ Work Number _____ Home Number _____

I verify the information provided is correct and that I will abide by the financial policy as stated in the Student Handbook and on this form regarding my/our financial responsibility to RTCA.

Mother/Guardian Signature _____ **Date** _____

RTCA Business Office Use Only:		
1. Enrollment/Re-Enrollment Fee Paid	Initial _____	Date _____
2. FACTS Agreement Finalized	Initial _____	Date _____
3. Billing in QB Finalized	Initial _____	Date _____