



# 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 PK-2 and PK-3

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

| Student's Name | Total Financial Obligation<br>(Per Fee Calculating Schedule) | New Student<br>(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 12 monthly payments beginning July 20, 2017 and ending June 20, 2018. Fees are paid through FACTS Tuition Management Systems.\*\* There are four monthly payment date options, including the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup>. **Please circle desired date.**
- \_\_\_\_\_ 5. Pay in 24 bi-monthly payments beginning July 20, 2017 and ending June 20, 2018. Fees are paid through FACTS Tuition Management Systems.\*\* There are four monthly payment date options, including the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup>. **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 10th, 2017 but before August 1, 2017: 11 equal monthly payments beginning August 20, 2017 and ending June 20, 2018 (date adjustments will be made with other payment options).

- Enrolling after August 10, 2017 and before September 1, 2017: 10 equal monthly payments beginning September 20, 2016 and ending June 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:

- To pay tuition and fees as detailed below:

| Fee Calculating Schedule (PK2 and PK3)  |                          |                      |                   |                            |                      |                                      |                       |
|---|--------------------------|----------------------|-------------------|----------------------------|----------------------|--------------------------------------|-----------------------|
| Payment Method/Tuition & Services<br><small>(Place X in appropriate box)</small>                  |                          | 2017-2018<br>Charges | Annual<br>Payment | Semi-<br>Annual<br>Payment | Quarterly<br>Payment | Monthly<br>Payment<br>(12<br>Months) | Bi-Monthly<br>Payment |
| <b>Tuition/Lunch</b>  | <input type="checkbox"/> | \$13,649.00          | \$13,649.00       | \$6,824.50                 | \$3,412.25           | \$1,137.42                           | \$568.71              |
| <b>Before Care</b>  | <input type="checkbox"/> | \$650.00             | \$650.00          | \$325.00                   | \$162.50             | \$54.17                              | \$27.09               |
| <b>Aftercare</b>  | <input type="checkbox"/> | \$1,320.00           | \$1,320.00        | \$660.00                   | \$330.00             | \$110.00                             | \$55.00               |
| <b>Endowment *</b>  | <input type="checkbox"/> | \$500.00             | \$500.00          | \$250.00                   | \$125.00             | \$41.67                              | \$20.84               |
| <b>Grand Total (A)</b>  | <input type="checkbox"/> |                      |                   |                            |                      |                                      |                       |
| <b>Less: 5% Discount (Annual<br/>Payment Paid by July 20<sup>th</sup>) (B)</b>                    | <input type="checkbox"/> |                      |                   |                            |                      |                                      |                       |
| <b>Less: Financial<br/>Aid/Scholarship (C)<br/><small>(Please attach notification.)</small></b>   | <input type="checkbox"/> |                      |                   |                            |                      |                                      |                       |
| <b>Less: Sibling Discount #1 (10%<br/>of lowest tuition only) (D)<br/>Sibling<br/>Name: _____</b> | <input type="checkbox"/> |                      |                   |                            |                      |                                      |                       |
| <b>Less: Sibling Discount #2 (15%<br/>of lowest tuition only) (E)<br/>Sibling<br/>Name: _____</b> | <input type="checkbox"/> |                      |                   |                            |                      |                                      |                       |
| <b>Final Total (A-B-C-D-E)</b>  | <input type="checkbox"/> |                      |                   |                            |                      |                                      |                       |

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

- 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 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> 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, 5<sup>th</sup> grade student or 8<sup>th</sup> 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** \_\_\_\_\_

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