

NOTE FROM THE BUSINESS OFFICE
2018-2019 Business Office Policies

Dear RTCA Families:

Thank you for your continued commitment to Reid Temple Christian Academy. As always, we are grateful to have your children continuing next year. Welcome to all of our new families as well! As you know, part of a successful school year rests on the financial commitment of all families to pay their fees on time and according to the financial agreements. Below are a few policies extracted from our school handbook for your review and knowledge.

Delinquency Procedures

The Academy will allow families to move payments, at most, two (2) times per year. The ability to move payments will not be allowed until October 1st after the beginning of the school year. Families who are currently delinquent in their payments will not be allowed to move additional payments. Payments will not be moved in the months of August, September, December, January or April. **All accounts 30 days past due will be assessed a \$100 late charge via the FACTS tuition management system.** After FACTS has made a third attempt to withdraw your monthly tuition payment, your child/children will not be permitted to attend school until all back payments and late fees have been paid in full. **All accounts delinquent greater than 30 days will receive a notice to not return to school until all delinquent balances have been paid.**

At any point in the billing cycle when an account balance is delinquent for more than \$2,000 or more, your child will not be permitted to attend school until all back payments and late fees have been paid in full. The Academy may submit accounts over 60 days past due to a collection agency and any collection fees must be paid by the delinquent account holder.

All accounts must be paid in full at the end of the school year or report cards, transcripts and records will be withheld. In order to secure a slot for your child in the upcoming school year, all financial accounts must be current at the time of re-enrollment.

Returned Check Fee

The Academy will charge \$35.00 for all returned checks. After one returned check, The Academy will only accept cash, money orders, cashier checks or credit cards for future payments.

Withdrawal Process

1. 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) withdrawal fee, 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.
2. If your child is 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 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.

Late Pickup Fees

1. If a student remains in aftercare and is not enrolled in the aftercare program, a fee of \$1.00 per minute will be charged. Students enrolled but remaining in the After-Care program after 6:05 pm will be assessed a \$1.00 per minute late charge. Any student remaining after 6:20pm will be assessed a \$5.00 per minute late charge. All late charges will be billed through FACTS on a monthly basis.

Thank you in advance for your support and cooperation.

Contacts for financial matters:

FACTS: 1-866-412-4637, Janet Miller, Account Manager

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