

**Tuition Payments**

**Approved: January 2006**  
**Revised: December 2007**  
**Revised: May 2019**  
**Revised Jan 2022**

The revenues and debts to White Rock Christian Academy (“WRCA”) represent an important portion of WRCA’s finances. WRCA must therefore ensure that accounts are paid within a reasonable period of time, and take necessary and reasonable action on the collection of overdue accounts.

This policy outlines the terms for payment of amounts owing to WRCA and steps to be taken in the collection of overdue accounts.

While we are not meant to earn a return for investors, we need to run WRCA as a business. To that end, we are required to be good stewards and ensure that we take reasonable measures to prompt collection of tuition.

Biblical principles:

- We are to be good stewards of our gifts and use them responsibly (Matthew 25:14 – 30)
- People are to pay their debts (Romans 13:7)
- Grace will be granted to those who for require assistance under the Tuition Assistance Policy
- People who owe on the debt are supposed to clear their debt (Matthew 5:23-26)

<b>Policy statement</b>	<b>Regulations and Procedures</b>
1. The Finance department shall be responsible for setting out reasonable credit terms and the collection of overdue accounts.	

## WHITE ROCK CHRISTIAN ACADEMY

<p>2. At the time an amount becomes owing to WRCA, payment must be made or else credit terms must be established with WRCA.</p>	<p>2.1 The Student/Parent Handbook states that, unless otherwise authorized, all tuition and fees must be paid in full on September 15<sup>th</sup> or in 10 equal installments starting September 15<sup>th</sup>.</p> <p>2.2 Acceptable payment methods are: 2.2.1 PAD (Pre Authorized Debit) 2.2.2 Cheque</p> <p>2.3 Tuition payments via credit card will only be accepted subject to approval from the CFO and will be subject to a 5% processing fee.</p> <p>2.4 If a family is unable to pay fees at registration, reasonable terms should be discussed with the Finance Department.</p>
	<p>2.5 Should a family's payment be rejected or returned NSF, the family could be charged a \$50 fee in addition to outstanding payment.</p> <p>2.6 A signed pre-authorized debit (PAD) form is <b>REQUIRED</b> by all families attending WRCA. This will include provision of payment for tuition, misc. fees and the Volunteer fee. If the parents complete a total of 20 hours of volunteer work for the school, the Volunteer fee will not be debited from the parents account in June. Volunteer time needs to be authorized by a school representative.</p> <p>2.7 In no case will the terms extend past June 30 for a school year and full payment of all balances owing will be expected no later than this date.</p> <p>2.8 Tuition assistance is available for families that have financial difficulties. The application needs to be done before the family goes into arrears. (See Policy 3502 - Tuition Assistance Policy)</p>

## WHITE ROCK CHRISTIAN ACADEMY

<p>3. When an account becomes overdue, the Finance department will notify the debtor and, if payment is not forthcoming, will take appropriate action to recover the amount owing.</p>	<p>3.1 If a family defaults on their agreement to pay the balance owing under the terms and dates arranged, the family will be reminded by the Finance Department of the final dates.</p> <p>3.2 If the family fails to contact the Finance Department with a reasonable arrangement, then the Finance Department will notify Admissions to take withdrawal action.</p> <p>3.3 Students will not be readmitted until all financial obligations are met from the previous year, including but not limited to:</p> <ul style="list-style-type: none"><li>3.3.1 Tuition payments;</li><li>3.3.2 Textbook fees;</li><li>3.3.3 Library fines; and</li><li>3.3.4 Extracurricular fees.</li></ul> <p>3.4 If an account is outstanding as of June 30, students' names will be removed from the class lists.</p> <p>3.5 Continued failure to meet the above-stated obligations to the school on time will result in re-enrollment being refused.</p> <p>3.6 When a student voluntarily withdraws from the school for any reason, a full calendar months' notice must be given or 10% of the annual tuition fee paid is forfeit.</p> <p>3.7 When a student leaves WRCA for any reason, including graduation, all unpaid accounts remain due to the school.</p> <p>3.8 Failure to pay all unpaid accounts could result in collections proceedings against the family.</p>
--	--

The school leadership team through consultation with the school staff developed this policy, and it was approved by the WRCA Board of Directors. It will be communicated to the school community and made available on the school website. The leadership team will review the policy and the WRCA Board of Directors will approve suggested revisions every two years.