

### **Payment on Accounts**

In order for CrossPointe Preparatory to be able to offer an academic program of excellent stature, we rely on tuition funds as our primary financial resource as we select teachers, staff, and facilities. This is done carefully and with the assumption that every CrossPointe family has prayed through the admission process and understands the significance of its commitment. Therefore, all CrossPointe families must choose a payment plan, and all tuition is non-refundable except as detailed in the Refund Policy found on pages 13-14.

#### **OPTION NO. 1: 2% Terms Per Semester**

Conditions and Guidelines for Option No. 1:

1. One-half of the annual total is due by Open House for the fall semester and the second half is due by the first day of classes for the spring semester.
2. If employing Option No. 1, a 2% terms discount will apply to each one-half payment.
3. All fees are non-refundable. Monies received are applied to fees before tuition.
4. A 2% discount will not be granted if the entire amount is not remitted by the due dates. New students registering after the semester start date of classes will be granted the 2% discount if payment is rendered by the student(s)' first day of classes.

#### **OPTION NO. 2: 8-Month Payment Plan**

Conditions and Guidelines for Option No. 2:

1. The first payment is due by Open House for the fall semester and the first day of classes for the spring semester. Subsequent due dates are September 1<sup>st</sup> (February 1<sup>st</sup>), October 1<sup>st</sup> (March 1<sup>st</sup>), and November 1<sup>st</sup> (April 1<sup>st</sup>).
2. The Tuition, Facility Fee, Curricular Fee, and amounts for Additional Activities are divided into eight equal payments.
3. The class-specific fees are due with the first payment of each semester.
4. All fees are non-refundable and monies received are applied to fees before tuition.
5. A \$25 late payment fee will be assessed for payments not received by the due date.

#### **OPTION NO. 3: 11-Month Payment Plan**

Conditions and Guidelines for Option No. 3:

1. The first payment is due on June 1<sup>st</sup>. The subsequent ten payments are due on the first day of each month through April 1<sup>st</sup>.
2. The Tuition, Facility Fee, Curricular Fee, and amounts for Additional Activities are divided into eleven equal payments.
3. All fees are non-refundable and monies received are applied to fees before tuition.
4. A \$25 late payment fee will be assessed for payments not received by the due date.
5. Tuition and fee adjustments due to course changes (if any) will be reflected beginning with the September 1<sup>st</sup> payment.

6. In the event of withdrawal before the first day of fall classes, tuition will be refunded in full within five business days of request.
7. If a student withdraws after the fall semester begins, tuition will be refunded as per item D under the Refund Policy on pages 13-14.

### **Conditions and Guidelines Applicable to Each Payment Option:**

1. Date of payment will be determined by the date on which it is received in the CrossPointe office, not by the postmark date.
2. CrossPointe's mailing address is PO Box 1112, Searcy, AR 72145.
3. For due dates that fall on weekends or holidays, the first following school day will be the due date.
4. Checks returned from the bank for any reason will be assessed a \$25 administrative collection fee as well as the fee charged to the school by the financial institution. Personal checks from the payer will not be accepted for the rest of the semester. Subsequent payments on these accounts, including the payment to cover the returned check and the administrative collection fee, will be required to be paid in cash.
5. A student whose account is more than 30 days overdue without arrangements for future payments will be barred from participation in co-curricular/extra-curricular activities.
6. Families with accounts not paid in full by the semester's end will not be allowed to continue enrollment for the following semester. In addition, official grades and/or transcripts will not be released and access to ParentsWeb will be blocked until the account becomes current.

### **Tuition Discounts**

A tuition discount is available for families who enroll 3 or more children:

1. 20% discount if all students are enrolled full-time
2. 10% discount if all students are not enrolled full-time

The discount applies to Tuition charges for all children, but excludes Fees and amounts for Additional Activities. It may be combined with the 2% pay-in-full discount.

### **Refund Policy**

Please read these policies carefully. It is important to understand that CrossPointe Preparatory enters into contractual agreements with employees and facilities on an annual basis; therefore, we are not able to provide refunds outside of the policies stated below.

There are three types of withdrawal from CrossPointe Preparatory: academic, administrative, and medical. Regardless of the type of withdrawal, charges will be prorated as follows:

- A. All fees including the registration fee are non-refundable.
- B. All fees are owed in their entirety regardless of enrollment duration. All monies received are first applied to fees.
- C. Students are liable for the cost of any textbooks or supplies accepted.

D. Tuition liability is established as of the date of notification or the student's last date of physical attendance, whichever is later. Total tuition liability is limited to the term during which the student withdrew or was terminated. If withdrawal or termination occurs the school may keep:

Prior to or during the first week: 0%

During the second week: 20%

During the third week: 35%

During the fourth week: 50%

During the fifth week: 70%

After the fifth week: 100%

E. All tuition refunds/obligations will be calculated based upon the net tuition charged.

F. No refunds, partial or otherwise, will be given to students temporarily barred from participation in extra-curricular activities due to academic or disciplinary problems.