

Payment on Accounts

(Updated July 14, 2020)

In order for CrossPointe Preparatory to offer an academic program of excellent stature, we rely on tuition funds for our primary financial resource as we select teachers, staff, and facilities. This is done carefully and with the expectation that every CrossPointe family has prayed through the admissions process and understands it is a **full school-year based financial commitment regardless of withdrawal** except as detailed in the Refund Policy. All fees are non-refundable without exception.

CrossPointe Preparatory has the following four payment plan options:

OPTION NO. 1: Full Year with 3% Terms

Conditions and Guidelines for Option No. 1:

1. The full annual total is due by Open House in August.
2. If employing Option No. 1, a 3% terms discount will apply.
3. All fees are non-refundable. Monies received are applied to fees before tuition.
4. A 3% discount will not be granted if the entire annual amount is not remitted by Open House in August. New students registering after the school year start date will be granted the 3% discount if payment is rendered by the student(s)' first day of classes.

OPTION NO. 2: Two Payments with 2% Terms

Conditions and Guidelines for Option No. 2:

1. One-half of the annual total is due by Open House in August and the second half is due by January 2nd.
2. If employing Option No. 2, a 2% terms discount will apply to each 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 payment amounts are not remitted by the due dates. New students registering after the school year start date or after January 2nd will be granted the 2% discount if payment is rendered by the student(s)' first day of classes.

OPTION NO. 3: 8-Month Payment Plan

Conditions and Guidelines for Option No. 3:

1. The first payment is due by Open House in August. Subsequent due dates are September 1st, October 1st, November 1st, January 2nd, February 1st, March 1st, and April 1st.
2. The Tuition, Facility Fee, Curricular Fee, and amounts for Additional Activities are divided into eight 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 regardless of check date or postmark date.

OPTION NO. 4: 11-Month Payment Plan

Conditions and Guidelines for Option No. 4:

1. The first payment is due on June 1st. The subsequent ten payments are due on July 1st, August 1st, September 1st, October 1st, November 1st, December 1st, January 2nd, February 1st, March 1st, and April 1st.
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. (See guideline no. 6 in this section for an exception.)
4. A \$25 late payment fee will be assessed for payments not received by the due date regardless of check date or postmark date.
5. Tuition and fee adjustments due to course changes (if any) will be reflected beginning with the September 1st payment.
6. In the event of withdrawal before Open House, the following will be refunded: Tuition, Facility Fee, Graduation Fee, and Curricular Fee.
7. If a student withdraws after Open House, tuition will be refunded as per item D under the Refund Policy.

Additional 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 check date or postmark date**. If payment is made through a 3rd party service such as a financial institution or an investment firm, please make arrangements with the service for the payment to arrive by the due date. A \$25 late fee will be assessed for each late payment.
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 business 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.
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 end of the school year will not be allowed to continue enrollment for the following school year. In addition, official grades and/or transcripts will not be released and access to FACTS | 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% or 3% pay-in-full discounts.

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. If withdrawal or termination occurs the tuition refund is calculated as follows:
 - Prior to or during the first week: 100%
 - During the second week: 80%
 - During the third week: 65%
 - During the fourth week: 50%
 - During the fifth week: 30%
 - After the fifth week: 0%
- E. All tuition refunds/obligations will be calculated based upon the net tuition charged for the full school year.
- 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.
- G. Any exceptions to the published refund policy must be approved by the Administration.
- H. In the event of natural disasters, state/national/global pandemics, or other circumstances that prohibit use of the school building, CrossPointe will not be obligated to refund tuition or fees, nor will we forgo collecting on accounts throughout the remainder of the school year. While the school building may need to close, learning will not stop. CrossPointe has the tools and training in place to continue proactively developing and implementing remote learning. However, extra charges for events like HUT, Retreat, Banquet, etc. that are canceled because of the above-mentioned circumstances will be refunded.