

## **2014-2015 Financial Policy**

TDA is a year-long financial commitment, as we do not generally enroll new students once the school year has started, and are thus planning our teacher payments and building expenses around our initial fall enrollment. **WE UNDERSTAND THAT TDA INCURS EXPENSES ALL YEAR FOR EVERY ENROLLED STUDENT, AND IN THE EVENT THE CHILD WITHDRAWS EARLY FOR ANY REASON WHATSOEVER, THE FULL-YEAR TUITION COMMITMENT WILL STILL BE DUE.**

### **For new families:**

a. To apply to TDA, you will need to bring in all the appropriate application documents and \$60/ student application fee (checks payable to TDA) to your interview. Testing will be scheduled for all 1st-12th graders.

b. New Family Deposit: We will collect a \$300 non-refundable deposit at the interview and will cash the check upon acceptance. Once accepted and cashed, \$100 will be applied to administration; \$200 will be applied to your tuition. No opening is secure until we receive the application paperwork and the cash the deposit.

c. Any incoming high school student must have all prior transcripts and transfer credits before they are enrolled and their spot secured. If a student is transferring from a full-time public or private school, there will be a \$100 transcript fee. If a student is transferring from homeschooling, there will be a \$40/ credit transfer fee up to \$120 per year of incoming credit.

d. All families enrolling after July 15th will incur a \$100 late application fee.

### **Enrolling/ Adding/ Dropping classes:**

All ELEMENTARY students will be enrolled in their appropriate grade. They may enroll for either half or full day and make a change to this status at semester.

All JUNIOR HIGH students will enroll in appropriate classes at home with parents, including electives. They may enroll for either half or full day.

All HIGH SCHOOL students will complete the enrollment packet at home with their parents. The student will meet with a TDA advisor to finalize selections and will be enrolled by TDA staff.

If a student/family wants to add or drop a JH or HS class, they must fill out the add/drop form and have that signed by a parent before submitting it to a principal. Students have 2 weeks to consider any change and must have significant reason.

After this time, class changes can occur only at semester. (After the Add/Drop deadline has expired, a student may be allowed to drop a class only upon approval from a principal and with extenuating circumstances.)

### **LITTLE DANIELS PRESCHOOL:**

Because our own TDA families serve on-site during the week, we are making this preschool part of what we offer our own families at a discounted price (as compared to new families joining just our preschool). If you have a 3-5 year old that you chose NOT to enroll in Little Daniels and you want to serve 4 hours on site, you will need to find another place for them during your parent service hours. We will continue to offer childcare for our 6 month - 2 years olds (and 3 year olds who do not want to start preschool yet).

If there is room and you would like to add a 2nd day to Little Daniels, you can choose either Monday and Wednesday or Tuesday and Thursday.

3-5 year olds must be 3 or 4 by August 1, 2015 and MUST be potty-trained in order to go into preschool.

## **Payment Schedule**

### a. OPTION 1 - Monthly Payments

12 MONTHLY PAYMENTS: Due on the 15th of each month June-May

\*available for families who have enrolled by June 1st

11 MONTHLY PAYMENTS: Due the 15th of each month July-May

\*available for families who have enrolled by July 1st

10 MONTHLY PAYMENTS: Due the 15th of each month Aug-May

\*available for families who have enrolled by August 1st

### b. OPTION 2:

Full year payment for entire family may be made by June 15th with a 3% discount on year long tuition (fees not included).

## **Multi-Sibling Discount:**

a) 1st Student - pays 100% of tuition (does not include supply fees)

b) 2nd Student - pays 90% of tuition

c) 3rd Student - pays 80% of tuition

d) 4th Student - pays 70% of tuition

e) 5th Student - pays 60% of tuition

f) 6th and above Students - pay 50% of tuition

o (Please note may be the "1st Student" could be the one with the highest tuition, the "2nd student" could be the one with the 2nd highest tuition, etc.)

## **Where to Make Payments:**

All payments can be hand delivered to the tuition box posted near the South entrance of the building or mailed to the school. If a payment is postmarked by the date tuition is due, that will be counted as an on-time payment. If it is postmarked later, then a late fee will be added. Payment can also be made via RenWeb. The payment will be immediately applied to your account WITH NO ADDITIONAL CHARGE TO YOU (and is our preferred method of payment). Any returned payment (for non-sufficient funds) will have a \$25 fine assessed.

Methods of Payment: Families may pay by:

a) Cash or Cashier's Check

b) Check (payable to TDA)

c) PayNow feature available on RenWeb - for checking or savings account with no extra fees.

d) Paypal - for credit card payments. Families will need to add the Paypal fee of 3.75%.

Payments@thedanielacademy.com.

The Daniel Academy

310 W. 106th St

Kansas City, MO 64114

## **Late Fee Applied Towards Tuition:**

a). Monthly tuition is due the 15th of each month.

b) If a payment is made after the 15th, it is considered late and a \$25 fee will be assessed.

c) If this should happen a 3rd month any time during the year, a \$45 fee will be assessed that month and any following month that payments are late.

d) In the case of non-payment for 2 consecutive months, the student(s) could be asked to stay home from class and follow along with RenWeb at home until the balance is brought up to date.

**Bounced Checks:**

If a family has 2 checks that bounce, cash, a cashier's check or payment through PayPal will be required for all payments going forward.

**Parent Service Commitment:**

TDA believes that a parent's influence is the highest value to a child and we therefore have a model that encourages parents to serve on-site at school weekly.

If you or your student is sick on your service day, you are allowed 1 absence each semester for illness, etc. If you need more than this, you can either swap with another parent or we will bill your tuition statement for \$35 and hire someone to cover for you. If you miss more than 3 slots, the charge will increase to \$40. We will provide a list of other parent helpers so you can call and switch with someone when you need to miss.

If you need to choose the Off-Site Track (meaning you are not able to serve at the school), we would add \$1,260 to your family's annual tuition (\$35/week) and we would hire someone to fill that spot. If you begin the semester serving on-site, but need to switch to the off-site plan, the full price of \$1260 will be billed.

**Books:**

Elementary: All consumable books will be purchased by TDA and billed accordingly; all non-consumable books will be rented.

Junior and Senior High: For most classes, JH/SH purchase their own books. The book list is posted on our website.

**Student Fees:**

All students are charged a \$325 fee that includes lab materials, standardized testing, field trips and buses, RenWeb Parent Alert system, and admin fee. These will spread out over your monthly payments.

**Fines and other policies:**

a) If a student is dropped off at school between 8:00-8:10am, they will receive a tardy. 3 tardies will result in Saturday Club. If a student is dropped off later than 10 minutes after school starts (after 8:10am), and the parent did not call in to notify of an emergency, the family will incur a \$20 fine.

b) If a student is picked up any later than 15 minutes past the end of their school day, a \$20 fine for the driver will be applied.