

FINANCIAL POLICIES

Upon acceptance to Oak Ridge Christian Academy (ORCA) or Mother's Day Out (MDO), it is the parents responsibility to fulfill all financial obligations according to the following terms:

- Tuition and fees are non-refundable, and due as outlined on the Tuition and Fees Schedule, regardless of the student's enrollment status.
- Payments are to be made by *cash or check only*.
- There will be a \$25 fee for any checks returned to the school as insufficient.
- Monthly invoiced charges are due *within 30 days*.
- A \$25 late fee will be assessed *every 30 days* for unpaid invoice balances.
- Account balance must be paid in full before the last day of the school year.
- Account balances from previous years must be paid in full before June 1st in order to complete the enrollment process for the upcoming school year.
- All balances must be paid in full before withdrawing from the school.
- Any account not satisfied within 3 months, and exceeding \$500 will be processed through a collections agency.
- The school has the right to hold all student records until the account is paid in full.
- Failure to maintain financial obligations at any time throughout the academic year will be presented to the Financial Board for review to determine the continuation of enrollment in the present year.
- Any changes to your established tuition payment schedule must be handled in person through the school financial office.
- Families with multiple children attending are eligible for a \$1,000 family discount on tuition when *2 or more children are in 1st grade or higher*.
- If 20 volunteer hours are not obtained by *April 1st*, you will be invoiced for the difference at a rate of \$10 per hour. The balance will be due by *May 1st*.