

# Oak Ridge Reformed Baptist

## Oak Ridge Christian Academy & Mother's Day Out

### 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 Cost of Education worksheet, regardless of the student's enrollment status.
- Payments are to be made by *cash or check only* to the school.
- There will be a \$25 fee for any checks returned to the school as insufficient.
- Monthly statement charges are due *within 30 days*.
- A \$25 late fee will be assessed *every 30 days* for unpaid statement balances.
- All balances must be paid in full before withdrawing from the school.
- Account balance must be paid in full before May 30th.
- Account balances from previous years must be paid in full before June 1<sup>st</sup> in order to complete the enrollment process for the upcoming school year.
- Any account not satisfied within 3 months, and exceeding \$499 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 office.
- Families with multiple children attending are eligible for a \$1,000 family discount on tuition when *2 or more children are in 1<sup>st</sup> grade or higher*.
- Families who attend ORRB are eligible for a 20% discount on tuition. *Family must be good-standing members for at least one year to qualify*.
- Active Pastor's families will receive a 10% discount on tuition. *Signed letter of recommendation by an elder is required*.
- If 20 volunteer hours are not obtained by *April 1<sup>st</sup>*, you will be invoiced for the difference at a rate of \$10 per hour. The balance will be due by *April 30<sup>th</sup>*.
- MDO Late Pick-Up fee is \$15 per quarter hour after 3:00PM
- ORCA Late Pick-Up fee is \$25 per quarter hour after 6:00PM
- There will be a late enrollment fee of \$175 for new students enrolling for the second quarter and a \$350 fee for those enrolling for the spring semester.