



Immanuel Christian Academy

STANDING OUT IN FAITH

for Christ, the community, and one another

ENROLLMENT POLICY & CONTRACT 2025-2026

Enrollment and re-enrollment are conditional upon the following terms:

1. Successful completion of the previous academic year and no adverse recommendation from the principal.
2. Enrollment Fee has been paid.
3. Student Service Fees have been paid in full before the 1st day of school. \$550 per student
4. All current and previous fees have been paid in full including, but not limited to Extended Care, Athletics, Hot Lunch, etc.
5. Tuition payments must be received by the school on or before the due date.

Tuition & Fees Payment Options - please check one

- OPTION 1** – Payment in Full by August 20th, 2025. A **\$400 discount** will be applied to your payment.
- OPTION 2** – Bi-annual payments: Paid through Smart Tuition. The first payment is due in August and the second payment is due in January on your Blackbaud Tuition Management payment date of the 1st or the 20th. A **\$100 discount** will be applied to each payment received on time and in full.
- OPTION 3** – Monthly pay: Payments arranged through Blackbaud. Choose either the 1st or 20th of each month. 10-month payment plan - First payment due in August, last payment in May.

If a student begins school after the first day of classes, the first month's tuition will be prorated. The first month's tuition and fees are due before the student can begin.

Blackbaud Tuition Management charges an administrative fee of \$43 per family. It will be added to your first month's tuition bill and must be paid regardless of payment option.

The fee for returned checks and electronic payments not honored by the payer's bank for any reason other than bank error is \$30. If payment is not honored by the payer's bank twice, all remaining tuition payments must be made in cash on time and in full.

Students will not be allowed to attend school until the Student Service Fees are paid. If the first month tuition is not paid prior to August 20th through Blackbaud, student(s) will not be enrolled.

_____ **(initial here)**

Tuition and fees must be current for students to participate in any extracurricular activities, athletics, field trips and school social functions. School transcripts will be withheld, and graduation diplomas will not be released until tuition and fees are paid in full.

What happens if I cannot make a payment, and I have not contacted the office for a payment plan?

Failure to notify and set up an alternative payment plan will result in the following process:

1 – 3 days - \$40 late fee applied by Smart Tuition

5 days - Email / Telephone notification

15 days – \$40 late fee applied by Immanuel.

20 days - Formal letter requesting payment.

30 days – Late Fee (\$40). Child will be withheld from school until the balance is paid in full.

60 days – Child will be withdrawn from school. The account will be referred to a collection agency. The parent(s)/ guardians are responsible for all fees related to the collection process.

Parent(s) / guardians are responsible for all fees related to returned payments.

REFUNDS

If a family withdraws a student prior to the first day of school, tuition will be refunded. The Student Service Fee will be prorated. Enrollment/Application fee is non-refundable. Once school begins, all tuition and fees are non-refundable.

ACKNOWLEDGMENTS

The student and family agree to comply with school rules and policies as written in the Family Handbook which is amended each year.

This contract is a promissory note for parents/guardians acknowledging tuition and fees, agreeing to pay the amount billed by Immanuel Christian Academy through Blackbaud Tuition Management.

(Parent / Guardian Signature)

(Date)

(Print Name)

Student Name: _____

Student Name: _____

Student Name: _____