



## Tuition & Financial Assistance Handbook

### Mission

The mission of Heritage Academy, a University-Model School® is to partner with Christian parents to prepare college-worthy character witnesses for Jesus Christ.

### Vision

It is Heritage Academy's **vision** for the school and its mission to be attractive, accessible, and achievable for every qualified family in greater Columbia.

### Membership

Heritage Academy is a charter member of, and is certified by, the National Association of University-Model® Schools.

### Admissions

Heritage Academy does not discriminate on the basis of race, color, gender, or national/ethnic origin in the administration of its educational policies, admission policies, tuition assistance, athletic, and other school-administered programs.

Admissions includes the process of acceptance and enrollment. Enrollment deadlines and fees are posted on the web page and customarily broken into early, regular, and late enrollment.

Early enrollment Period	\$100/family	
Regular Enrollment Period	\$200/family	
Late Enrollment Period	\$300/family	There is a fixed enrollment fee of \$100 for new families.

### Tuition Policy *(summary version)*

Tuition is levied by semester and may be paid -

- 1) In full at enrollment for the semester, or;
- 2) In five equal monthly payments beginning -
  - Fall Semester - May 1 and ending September 1; and
  - Spring Semester - November 1 and ending March 1.

Any exception to the above plan must have the Head of School's prior approval.

An Application Fee per family will accompany the first child's Enrollment Application for entry into grades 3-12.

A Registration Fee will be due with the fall semester registration forms (in April). The Fee Schedule is stipulated on the school's website – [www.heritageacademyofcolumbia.com](http://www.heritageacademyofcolumbia.com).

If the required monthly payment is not received by the 5<sup>th</sup> of the month in which it is due, a \$25 Late Fee will be applied. For the financial and relational health of the school, tuition accounts must be kept current.

Tuition payments must be current before application for re-enrollment or application for tuition assistance can be accepted for the next school year.

Additional details regarding tuition are available in the Family Manual also found on the school's website.

## Tuition Assistance

All families are asked to apply as quickly as possible once they have received acceptance, submitted enrollment materials, and determined that tuition assistance is necessary. Returning Heritage Academy families must apply by May 31. New families to Heritage Academy will be considered for tuition assistance on a first come, first served basis. The earlier a new family receives acceptance and submits enrollment materials, the higher likelihood they will receive tuition assistance.

The tuition assistance committee will meet at least twice over the summer to consider early applicants and later applicants.

**Tuition assistance is awarded for the entire school year (2 semesters) as a dollar amount and a percentage of enrollment.** For example, if tuition assistance of \$500 is granted, that means \$250 will be deducted from the family's first semester bill and another \$250 from the second semester bill, assuming that the student's academic course load is the same for both semesters. If the family decreases a student's course load during either semester, the tuition assistance award for that semester will also be appropriately decreased. Preference is given to students enrolling full time.

Tuition Assistance applies only to academic course tuition, not to fees such as study hall or athletics.

Heritage Academy may give tuition assistance to families in need as funds are available. However, qualifying for Tuition Assistance does not guarantee receipt of assistance. If, having followed all the steps below and having met the time schedule, a family new to Heritage Academy either does not qualify for Tuition Assistance or assistance funds are not available, resulting in the family deciding that it is not able to enroll their student(s) in Heritage Academy, the signed registration/enrollment document will be voided and any tuition and or fees already paid to Heritage Academy for the upcoming school year will be refunded.

The \$40 fee for the Application for Tuition Assistance paid to Confidential Financial Services (CFS) is non-refundable.

### Maintenance of Award and Expectations of Recipients

The purpose of Tuition Assistance is to supplement family resources, including other sources of funding available to families. Heritage Academy expects families to consider all other sources of funding, including assistance from extended family and downsizing lifestyle, before applying for tuition assistance.

Tuition Assistance is awarded on a school-year basis. Each school year requires a new application.

Students and families are required to remain in good standing with Heritage Academy in areas of academics, behavior and finances, and must uphold the Biblical standards set forth in the school's Family Manual. These areas will be reviewed at the end of the first semester.

In order for the school to be healthy and vibrant, the Heritage academy community depends on strong partnerships with families. All families, including those receiving Tuition Assistance, are strongly encouraged to take advantage of opportunities to volunteer their time and talents for the betterment of the school community.

Financial assistance will not be granted to families who have not fully met previous financial obligations to Heritage Academy or to any other school.

Families receiving financial assistance are required to inform the school's HOS of any change in financial or marital status which may positively or negatively impact their financial assistance status.

**All questions regarding the Heritage Academy Tuition Assistance program should be directed to the school's Head of School ([HOS@heritageacademyofcolumbia.com](mailto:HOS@heritageacademyofcolumbia.com)).**

## Tuition Assistance Application Process

### PREPARATORY STEPS:

**Before Heritage Academy will consider an application for Tuition Assistance the following processes must have been completed.**

- Submit an application (with fee) for admission (for each child); complete a Family Interview and receive an Acceptance Letter (for each child) from Heritage Academy;
- Submit Course Registration papers for each child along with the Registration Fee; and
- Request Heritage Academy's Confidential Financial Services (CFS) Tuition Assistance identification number and the link to CFS's application process from the Heritage HOS.

### APPLICATION FOR TUITION ASSISTANCE:

#### **Step 1: Family completes a Tuition Assistance application.**

A Tuition Assistance Application must be completed online at the website of Confidential Financial Services (CFS). CFS charges a \$40 fee per family.

In addition to the online application, CFS will require:

- a copy of last year's Federal IRS form 1040 AND State Income Tax Return; and
- copies of the family's last four (4) pay checks.

Other pertinent financial documents may be required in certain situations.

**Note: A Financial Assistance application MUST be completed and submitted to CFS, with all required documents, within seven (7) calendar days after submitting school registration paperwork. In the event of significant extenuating circumstances, with prior approval of the HOS, a short extension is possible.**

**Step 2:** Once CFS has completed the review of the application, they will send the family a link enabling them to **view the required video from Crown Financial Ministries, "Creating a Spending Plan."** This, and hundreds of other helpful videos on dozens of subjects, are available, free of charge, to CFS customers through RightNow Media.

#### **Step 3: Review by the school's Tuition Assistance Committee.**

This committee will review CFS's report in light of the funds available for distribution. The personal information that the family is required to provide for the CFS application is kept confidential from the committee so that the committee is making a recommendation without the knowledge of names or other identifying details.

**Step 4 Heritage Decision.**

The Head of School reviews the committee's recommendation and presents a recommendation to the school's Board of Trustees for a final decision.

**Step 5: Notification.** The Head of school notifies the family of the final decision and discusses the amount of each tuition payment covering the remainder of the tuition bill.

**Step 6: Family Response.**

As with Step 1, also with Step 6, **time is of the essence**, both for the family and for the school.

**Within seven (7) calendar days after being notified by the Head of School of the amount of Tuition Assistance the school is able to grant, the family is required, via email to the Head of School ([hos@heritageacademyofcolumbia.com](mailto:hos@heritageacademyofcolumbia.com)), to clearly indicate whether it is accepting the offered tuition assistance.**

**Acceptance of the offered assistance seals the enrollment relationship and obligates the family to the Course Registrations filed in the Preparatory Steps (top of page 3).**