

## Hilton Head Christian Academy New Applicant Financial Agreement

Name and address of person to be billed for tuition, fees, etc., if other than parent:

*(Please be aware that it is the parent's responsibility to ensure that the person paying the account keeps it current at all times.)*

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Do you anticipate the need for tuition assistance?       yes       no

If yes, please go online to [www.ffna1.com](http://www.ffna1.com) and complete the application. HHCA's school code is 1776. If a paper application is preferred, please stop by the business office. Requests for assistance are processed in the order in which they are received. The amount of funds budgeted for financial assistance is limited; therefore, it is important to apply as soon as possible after January 1. You will be notified by HHCA, not FFNA, regarding requests for assistance. Assistance is granted for one year at a time, so families must reapply each year.

HHCA requires 25% of tuition be paid by August 1. This includes the billing that is due June 1, July 1, and August 1, if the account is billed on the 12-month plan; or the first quarter (due June 1), if billed quarterly. The Capital Assessment fee is due with the first billing, unless other arrangements are made with the business office.

Statements are mailed on the 20<sup>th</sup> of the month and are due by the 1<sup>st</sup> of the following month. Accounts are past due if payment is not received by the 2<sup>nd</sup>, and a \$25 late fee is assessed on the 6<sup>th</sup>. Late fees apply each month that a quarterly payment is past due. Families whose account exceeds 30 days past due are subject to removal from HHCA. There is no discount for paying tuition in full for the year; however, those who pay in full will not risk incurring late fees.

**Tuition and student activity fees can be paid according to the following schedules (please select one):**

- Annually - Please contact the business office.
- Quarterly - Tuition and fees are due June 1, September 1, December 1 and March 1.
- Monthly - Tuition and fees are based on a 12-month plan with the first payment due June 1.

**Families who enroll their child, but later decide not to attend for the upcoming school year, must notify the admissions office before June 1.**

If my child is accepted:

- I agree to make timely payments to fulfill our financial obligations to the Academy.
- I understand that if I voluntarily withdraw my student from the school once classes have begun, I am responsible to pay the full tuition until the end of that semester and 100% of the fees.

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Parent Signature

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Date

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Student Name

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Grade Entering