



# TUITION AND FEES



Parkside Christian Academy | Cross Factor Academy

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# Preschool through Grade 12 Application Procedures

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To ensure prompt and thorough consideration of your child's application for admission, please complete all paperwork in this packet. (All 7<sup>th</sup> grade and higher students (we currently go to the 10<sup>th</sup> grade) will apply to the high school, Cross Factor Academy.)

## NEW STUDENTS

### STEP #1

Submit all application materials to the Admissions Department. The following items must be submitted for your application to be considered complete:

- Student application** (Parkside and Cross Factor Applications are different applications.)
- \$45 non-refundable application fee** per student
- Completed Entrance Assessment (Grades K - 12)** – Please contact the main office to schedule your assessment.
- Tour/Interview with PCA/CFA Staff** (You may contact the Main Office at any time to schedule the tour. The tour and interview will last approximately 20 minutes (2 hrs for Cross Factor) and should include both parent/guardians if applicable.)
- Copies of standardized test scores *and* report cards** from the past 2 years (Grades 4 – 12).
- Copies of any relevant tests**, IEPs, medical reports or other documentation pertaining to your child's development and learning (All grades)
- Reference Form** (Grades 4 - 12) – *This can be emailed, faxed or mailed.*
- Completed **Financial Aid Application** (if applicable)

### STEP #2

The deadline for Priority Admissions is **March 15**. After that, students will be admitted as openings are available. Once a completed application is received, including the Reference Form, the Admissions Committee will review the application to determine if Parkside or Cross Factor is a good fit for the student. Applications *must be complete*, including all test scores, interviews, etc., before reaching the Admissions Committee. Parents will be notified by letter of acceptance or non-acceptance by **April 15**. This letter will also include a draft enrollment contract outlining the costs for parents to review.

### STEP #3

Following notification of acceptance, you should submit your signed enrollment agreement with your tuition deposit by **April 15** to hold your child's place and assist the school in its hiring projections for the new school year. The tuition deposit will be credited to the student's tuition balance in accordance with the Tuition, Fees and Refund Policy outlined in the enrollment contract. *Tuition deposits are refundable if notice of withdrawal is received in writing by July 1.*

## RETURNING STUDENTS

### STEP #1

The following items must be submitted for your re-enrollment application to be considered complete:

- Student Re-enrollment Form (You may complete this online through RenWeb.)
- \$45 non-refundable application fee per family (If submitted **after** March 15)
- Student Commitment Contracts (Grade 4 - 12 Only)

### STEP #2

Once a completed application is received, you will be invited for a meeting with PCA/CFA Staff to go over enrollment contract details. At the conclusion of the meeting, all contracts will be signed. The deadline to submit tuition deposits is **Mar 15**. A tuition deposit will be required to hold your child's place for the upcoming year. The tuition deposit will be credited to the student's tuition balance in accordance with the Tuition, Fees and Refund Policy outlined in the enrollment contract. *Tuition deposits are refundable if notice of withdrawal is received in writing by July 1.*

## ALL STUDENTS

Students entering *after* the first day of school will be required to pay the first month of tuition in advance of the child's starting date. Additionally, the following items are needed before your child can start school:

- Tuition Deposit (Preschool and Kindergarten - \$400; Grades 1 - 12 - \$500)
- Enrollment Contract, signed and returned
- Prior year's tuition balance paid
- Release of School Records Form Sent to Former School (Grades K - 12) – *new students only*
- Current Immunization/Physical Form & Records
- All Release Agreement Forms
- Completed Enrollment with SMART Tuition

# 2011-2012 Tuition Rate and Schedule

At Parkside Christian Academy and Cross Factor Academy, we believe that ALL children and their families should have access to a quality Christian education at an affordable price. We have intentionally kept our tuition at a lower rate to help ensure that any child and his/her family that have a heart for excellence and learning will be able to choose Parkside/Cross Factor. To help make this possible, we offer financial assistance to families based on financial need. The true cost to educate a child at PCA/CFA is approximately \$10,000, however the school actually only receives approximately \$4,700 per student based on the amount of financial assistance distributed (per 2010-2011). Each year, PCA/CFA friends and parents raise monies to help underwrite the expenses of the school, including monies for financial aid. Our capacity to meet the needs of families depends upon our fundraising success each year. Although we are not always able to meet the complete needs of families, we strive to do our best to make this educational opportunity available to you.

	Preschool and K0 (Jun '11 – Aug '12)	K1 and K2	1 <sup>st</sup> – 12 <sup>th</sup>
<b>Base Tuition Rate</b>	<b>\$8,200</b>	<b>\$7,900</b>	<b>\$7,900</b>
<b>Activity Fee</b>	<b>\$400</b>	<b>\$400</b>	<b>\$500</b>
<b>Summer Enrichment Program</b>	<b>included (8 weeks)</b>	<b>\$1,520 (8 weeks)</b> minimum of 3 weeks	<b>\$1,140 (6 weeks)</b> minimum of 3 weeks
<b>Sibling Discount</b>	<b>20% off Base Tuition Rate – Child 2</b> <b>25% off Base Tuition Rate – Child 3+</b> <b>Free – Child 4+</b>		
<b>Pastors Discount</b>	<b>20% off Base Tuition Rate</b>		
<b>PCA Alum Discount</b>	<b>CFA Students: \$100 per year at PCA off Base Tuition Rate</b>		

## Before School Care

7:30 am to 8:15 am	\$5 per day
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## After School Care

5:15 pm to 6:00 pm	\$5 per day
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## Notes about Tuition and Fees

- Tuition for Preschool through Grade 12 covers the normal school day from 8:30 am to 5:00 pm.
- Students arriving before 8:15 am and leaving after 5:15 pm will be charged the daily before care and after school care fee. Parents must be prepared to pay their before and after care fees on the same day that they are incurred, unless fees are paid up front.
- Activity fees cover all school trips, books, and testing fees. Uniforms are required for grades 1 through 12. They may be purchased separately through our partners. More information regarding the ordering process will be available in the summer.

# Affording a Parkside/Cross Factor Education

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## Applying for Financial Assistance

To qualify for financial assistance, please submit the following information to FACTS Management Tuition Services by **April 1**.

- Completed Financial Assistance online application by going to [www.parksideca.org](http://www.parksideca.org) and clicking on the FACTS link on the left side of the home page.
- 2010 Tax Return and W2's mailed or faxed to FACTS.
  - FACTS will calculate the amount of need for each family.
  - Financial assistance is distributed on a first-come, first-served basis. *Funds are limited.*
  - Returning families must submit new financial assistance applications each year in order to receive an award.
  - Families must be current and paid up on tuition and fees in order to be eligible for any type of financial assistance.

## Tuition Discount and Payment Programs

Parkside/Cross Factor also offers various types of discount programs and payment arrangements to help make costs more reasonable for families. **For 2011-2012, Parkside/Cross Factor will partner with SMART Tuition to collect tuition payments. All families, regardless of the payment plan, will be required to enroll.** This will allow families more flexibility with their payments and provide more up-to-date and accurate accounting of all tuition payments and balances. **Only one discount can be applied against the base rate (outside of the Deposit Discount and the Family Referral Program) in any given year. Financial Assistance and Tuition Discounts are assessed separately.**

### Deposit Discount

- (Returning Families Only) Families who submit their re-enrollment forms and deposits by **March 15** will receive \$100 off the tuition rate. All families submitting their re-enrollment forms prior to March 15 will not have to pay the \$45 re-enrollment fee.

### Pay In Full Discount

- Families receive 7% off the base rate of tuition if the tuition and all fees are paid prior to **July 1**.
- Families receive 5% off the base rate of tuition if the tuition and all fees are paid prior to **August 1**.
- Families may also elect to pay their tuition in full in 2 installments: **½ Aug. 1** and **½ Dec. 1**. This plan DOES NOT include a discount off of the base rate, but the family will not be charged the monthly 6% finance charge.

### Monthly Payment Plan

- Families can pay over 10 months – starting Aug. 1 and ending May 1.
- Families can pay over 12 months – starting June 1 and ending May 1.
- A 6% service charge is added to the total cost for those families paying monthly.

### Family Referral Program

Current PCA/CFA families are eligible for a \$500 tuition reduction for every new family they recruit that ultimately enrolls at PCA. The criteria are as follows:

- The new family must sign a verification form identifying the family that referred them.
- Tuition reductions are given after the referred family has been enrolled for 3 months.

### Summer Enrichment Program

Parkside and Cross Factor are excited to offer its Summer Enrichment Program for 2011. It is a 6-week program (8-weeks for Preschool and Kindergarten) offering academic enrichment, social development, and fun learning activities and exploration. We will expect all new students from 4<sup>th</sup> – 12<sup>th</sup> to participate for the first 3 weeks in order to get them prepared for the rigors of the upcoming school year. Returning students we feel need extra help will also be expected to be a part of the program.

- Families enrolled in the Summer Enrichment Program have the option to combine their summer costs and 2011-2012 Tuition Costs and pay over a period of 12 months. The first monthly payment must begin **June 1**.

### Voucher Program

- Parkside currently accepts vouchers for eligible families. Please contact your local agency for more information about obtaining a voucher for your child. Voucher families must submit re-enrollment forms and applications, but not deposits. Your space will not be reserved until the voucher form is received.