

WHEATON ACADEMY

Financial Policy and Procedures

This information should be saved for reference

- A) The financial obligation (tuition and applicable fees) to Wheaton Academy will be fulfilled by paying through one of four available payment plan options. They are shown in the Tuition & Fees Schedule.
- B) If an account becomes delinquent, the following will apply:
- 1) Parents shall meet with the Financial Manager to discuss the delinquent account.
 - 2) If satisfactory arrangements are not made to bring the account current, or an acceptable plan cannot be developed, one of the following may be applicable:
 - a) The student may be subject to dismissal from school.
 - b) If the account is delinquent at the end of the first semester of the school year, the student may lose their enrollment eligibility for the second semester.
 - c) If the account is delinquent at the end of school year,
 - **Seniors** will not receive a diploma and final transcripts will not be mailed to colleges
 - **Other Students** re-enrollment for the next school year could be denied.
- C) A student may not begin attending classes until at least 15% of tuition and fees for the current year has been paid, and the previous year balance is paid in full.
- D) Tuition will be paid for all times the student is enrolled and/or is earning credit. No tuition reduction is available other than from financial aid and/or scholarships. Financial aid and/or scholarships are only awarded prior to the school year.
- E) **LATE PAYMENT FEES:**
- **ENROLLMENT CONTRACTS:** A \$50 per family late fee will be assessed if not returned by *due date of March 15, 2010.*
 - **MONTHLY INVOICED TUITION PAID BY CHECK:** A \$25.00 per month late charge will be assessed to delinquent accounts. *Payments are due on the first of each month.*
 - **FACTS ONLINE TUITION PAYMENT PLAN ENROLLMENT:**
 - A \$50 per student late fee will be assessed not completed by due date of June 1, 2010.
 - An additional \$150 per student administrative fee will be assessed if not completed by August 5th. Each student will be automatically enrolled in the ten month invoice plan.

DUE DATES FOR STUDENTS ACCEPTED AFTER JUNE 1st:

- After June 10th: July 1st - Enrollment Contract and a minimum of 11% tuition
August 1st – FACTS Online Tuition Payment Plan Enrollment
- After July 10th: August 1st - Enrollment Contract and a minimum of 13% tuition
September 1st – FACTS Online Tuition Payment Plan Enrollment
- After August 10th :By Registration - Enrollment Contract and a minimum of 15% tuition
October 1st – FACTS Online Tuition Payment Plan Enrollment

- F) **RETURNED CHECK CHARGE**—There will be a charge of \$25.00 for each check returned due to non-sufficient funds. This includes non-sufficient funds for automatic bank withdrawals and denied credit card payments.
- G) If a student withdraws from Wheaton Academy due to a family move further than fifty miles from the Wheaton Academy campus, or as a result of an administrative request to withdraw, or your student has a physician documented medical reason, the following guidelines apply:
- If your student starts school, you are responsible to pay a quarter of the year's tuition.
 - If your student attends more than a quarter of the year, you are responsible to pay a semester's tuition.
 - If your student attends into the second semester, you are responsible to pay the full year's tuition.
- H) If a student voluntarily leaves Wheaton Academy for any reason other tuition will be paid through the current semester.
- I) In any event, all yearly fees remain payable.
- J) If a student damages or destroys school property, parents will assume full financial responsibility.

EXPLANATION OF TUITION & FEES

TUITION: \$ 12,165

ANNUAL FEES:

Activity and Lab Fees (\$685) - The Activity Fee is our annual fee for every student. Its purpose is to provide funds for class budgets and student activities. A portion of each fee provides funds for Drama, Choir, Student Council, Yearbook, Athletics, Literary Journal, Academic Club, French, Spanish, and other clubs and activities. The Lab Fee is for classes that require consumable supplies, special equipment, unique services and annual maintenance. While the fee usually does not cover all expenses, it does help defray the cost of offering a particular class or event.

Winterim Fee (\$150) - The Winterim fee helps cover the basic costs of most Winterim experiences that occur on campus. While some classes will have additional supply and specialty fees, most classes (usually about 2/3rds) will have no additional charges. Any additional class supply or specialty fees will be posted during Winterim registration and be invoiced in February. Any Winterim trip expenses will be announced in advance and payment expected by pre-Winterim published deadlines. There will be no additional school charges for internships.

BOOKS AND SCHOOL SUPPLIES:

Annual Book Rental Fee (\$285) - Parents are encouraged to take advantage of the convenience of procuring books through WA. In order to help parents with predictable school expenses, WA will provide all regular textbooks at a flat annual rental fee of \$285 per student. Students are responsible for returning their books when they take their final exams. If books are not returned at the end of the course, you will be billed. Your annual flat rate book charge will appear on your first bill unless you notify us you prefer to secure your own books. In the event a book must be replaced, or an additional copy is requested, WA will provide replacements or duplicate books for an additional cost provided the parents have already paid the flat rental fee. Replacement books must be returned to avoid an additional fee. In other words, the rental fee of \$285 per student also provides the student access to replacement/additional books from the bookstore. Teachers will be distributing books to students on the first day of class instead of during registration.

APPLICATION FEE:

The application fee is a one-time, non-refundable handling charge for prospective students submitting an application for enrollment.

DRIVERS EDUCATION:

This fee is charged on a participation basis. The cost is set by the company providing the class and is paid directly to that company. Call the driving school at (800) 374-8373 for current pricing. It is important to understand that Wheaton Academy does not provide Drivers Education. This is an independent business with non-Wheaton Academy teachers conducting the instruction.

MISCELLANEOUS COSTS

FIELD TRIPS:

Occasionally students will be charged a fee (to cover transportation costs and/or entrance tickets) for various field trips.

DAILY LUNCHES:

Assorted fast food items, drinks, and side orders may be purchased daily in the school cafeteria. Meal tickets must be purchased for this purpose via cash or check. Meal tickets can not be charged to accounts.

STUDENT ACCIDENT INSURANCE:

Wheaton Academy does not provide student accident insurance. In the event that your student is injured, claims should be filed with the family's health insurance provider.

Two types of supplemental insurance are typically available at a minimal cost. The coverage includes dental injuries and there is no deductible. It can be used to supplement your existing coverage. Information, costs and application, will be available this summer.

- 1) School-time insurance: Protects your child with accident coverage during school hours.
- 2) 24 hour coverage: Protects your child around the clock with accident coverage, subject to policy exclusions.

PLEASE READ CAREFULLY:

It is important to understand that Wheaton Academy simply forwards insurance information. Parents need to personally evaluate the value of student insurance and then deal directly with the insurance company if interested.

K-12 EDUCATION LOANS:

Education loans are available through SallieMae at [www.salliemae.com/k12 loan](http://www.salliemae.com/k12_loan) or 1-866-270-7307, or www.yourtuitionssolution.com or 1-800-920-9777. One recent loan illustration demonstrates how a \$50 per month payment for ten years would finance 50% of one year of a WA education. While not endorsing any particular loan institution, we do encourage parents to pursue these options.