THE FCS WAY

Connecting *Faith* and *Learning*

Parent | Student Handbook

# Payment Policies
## 2025-2026

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# Florence Christian School Payment Policy

FCS partners with FACTS to process tuition and other charges throughout the year. This is a convenient way for families to plan and keep up with school payments.

*See the Rate Sheet for specific tuition amounts and other charges.

## What are the Tuition Payment Plan options?

Tuition payments are received in one of two ways:

1. Automatically deducted from a designated checking or savings account (with **$0** service fee), or
2. Automatically charged to a credit or debit card (with a 2.95% service fee: Visa, AMEX, Discover & MasterCard accepted).
3. *Parents choose* their tuition due date, either the 5th or the 15th of the month (August through May) and their preferred payment plan (below).
   a) Payment in Full – Payment in Full will process on either August or September, 5th or 15th. If tuition is paid in full in August or September, there will be a $100 discount per student.
   b) Semi-Annual Plan – Semi-Annual payments will be processed on August & January, 5th or 15th.
   c) Monthly Payment Plan – August through May, processed on 5th or 15th of each month.
   d) Bi-monthly Payment Plan – To assist with family budgeting, tuition payments can be paid 2x per month, half on the 5th and half on the 15th of each month, August - May.

## What is Book & Material and when do I pay it?

Book & Material is a one-time per year charge for books and supplies that students use during the year. It is due June 20 for the upcoming school year. It is paid through the incidental payment method (explained below) that you have established through FACTS.

In order to be prepared for students in August, the school must order books at the beginning of June. For this reason, Enrollment and Book & Material fees are non-refundable unless the child and family are relocating 25+ miles away from the school or if the disenrollment is at the request of FCS.

## What are "Incidental Payments" and how are they made?

Incidentals are anything that is charged to a student account other than tuition and lunch. Examples include Booster Club payments, Yearbook, Spirit-wear, etc. Incidentals are to be paid on the 20th via the previously set up incidental method (draft or card). Parents can choose to be invoiced or automatically drafted for all of their incidental payments. NOTE: If an account is 45 days behind, the student will no longer be able to attend school and all school related activities until the account is caught up (this includes tuition and incidentals).

## What happens if my account gets behind during the year?

Access to report card information through FACTS will be turned off if a student's account is not current at the end of the grading period (includes child care and all fees in excess of $50). Year-end report cards will be held for any balance remaining.

GRADUATES (5K & Seniors) – Graduates will not receive a diploma until all tuition and fees are paid.

If an account is 45 days behind, the student will no longer be able to attend school and all school related activities until the account is caught up (this includes tuition and incidentals).

## How is lunch ordered and paid for?

Lunch balances are prepaid online through FACTS and the balance is reduced each time a lunch item is purchased. Students order lunch during their homeroom class.

Parents can "reload" monies on their lunch account through the FACTS Family Portal - lunch payments will not be received at the school. When a student's lunch balance becomes a negative 10 dollars, they will only be able to order Peanut Butter & Jelly.

## What if we withdraw our student from FCS?

Withdrawal is only official when a parent completes the Withdrawal Form. Phone calls, emails, texts, and word-of-mouth is not sufficient.

When the withdrawal form is received, the full month's tuition must be paid if the student attends up to or after the 15th of the month. Withdrawal prior to the 15th will result in prorated tuition. No deductions will be made for absences. PLEASE NOTE, Enrollment and Book & Material charges are non-refundable as previously explained.

## What happens if my tuition payment is returned due to insufficient funds?

Payments returned by your financial institution will be assessed a $30.00 FACTS returned payment fee. Any balance remaining unpaid after the due date will also incur an FCS late fee of $20.00 per month.

NOTE: If a draft is returned due to insufficient funds, FACTS will automatically redraft 15 days later and then if needed a 3rd time another 15 days later. ADDITIONALLY, your regularly scheduled drafts will also attempt.

EXAMPLE: Your drafts are set up for the 5th and the 15th. The draft on the 5th is returned. FACTS will attempt your regular draft on the 15th and (for the second time) the draft that was due on the 5th will be attempted on the 20th (15 days later from the original due date).

NOTE: If you have 3 consecutive return drafts, your account will be placed on hold for 2 months. During this time, all payments must be made via cash/cashier's check. If your account is current after the 2-month period then your tuition and/or incidental drafts will resume.

## How do I reenroll for next year?

You will receive notification around February 1 of each year through the FACTS Family Portal that Continuous Enrollment is now open. Follow the steps to reenroll. When you complete the few steps, you will be required to pay the Continuous Enrollment fee. The fee increases if not paid by March 15.

You will not be able to reenroll your student(s) if your account has a past due balance.

## What about athletic participation?

In order to practice or tryout for an athletic team for the next school year, the student's account must be current and they must be re-enrolled for that year. Examples include spring football practice and cheerleading practice. Athletic Participation Fees are charged on an annual / per family basis.

Students who have a past due Athletic Participation fee will not be allowed to play or practice with their team.

## How will Child Care and Summer Day Camp fees be processed?

Child Care and Summer Day Camp fees are due weekly. Each Tuesday payments will be processed per the previously set up incidental payment method (draft or card). Parents are allowed to choose on "vacation" week during the school year and one during the summer. During the vacation week, parents will not be charged. During weeks with holidays, the full payment is due unless using your "vacation" week.

Missing five consecutive days WITH a doctor's note will void that week's charge.