



## OFFICE OF ADMISSIONS

2010 E. Lancaster Avenue  
Fort Worth, TX 76103

## FINANCIAL INFORMATION

*ITOP Christian Academy endeavors to keep education costs to a minimum while hiring and retaining top quality educators and maintaining facilities conducive to a healthy and vigorous learning environment. ITOPCA strives to have the lowest tuition rates of any school of our size in this area, thus opening Christian education to as many families as possible. ITOPCA will continuously review our financial programs to help our families.*

*All regular class fees are included in the tuition rates. This is designed to make it easier to budget your child's schooling. A 10-month payment option is available to reduce monthly outlay. ITOPCA also offers several discounts and money saving opportunities.*

**Registration Fees: At Time of Application.....\$150.00**

Registration fee covers curriculum use fee; charges for record and file set up; the quarterly "ITOPCA Lions" magazine; a copy of the ITOPCA student directory for each student; A place is made for your child once the requirements are met and the registration fee paid. Registration fees are **non-refundable** unless a student is denied admission to ITOPCA by the Admission Board because of failure to pass entrance tests or meet ITOPCA standards or requirements. **Registration fees will not be refunded for any other reason.**

**Entrance Test Fee: New Students Only At Time of Application.....\$50.00**

The testing fee must be submitted with the completed application before the entrance test is scheduled. Testing fees are **non-refundable** once tests have been given. The fee covers administering nationally standardized achievement and ability tests.

**Tuition Rate Schedule:** You will be automatically placed on the 10 month payment plan (1<sup>st</sup> payment August 1) unless you pay in full for the year. *Current Tuition rates: \$3,500 per year/\$3,000 advance tuition.*

**Payment of Tuition:** Payments are due the first day of each month. After the tenth calendar day of the month there will be a \$25 late charge on any unpaid balance. ITOPCA cannot accept post dated checks to meet payment deadlines. If payment is not received by the 15th day of the same month, the student may not be permitted to attend classes until the account is made current. Parents anticipating financial difficulties should immediately contact the Headmaster for consultation. Accounts must be made current before enrollment is accepted for the coming year. **No records or transcripts can be released until a student's account is paid in full.** ITOPCA accepts cash, checks, money orders, MasterCard and Visa, for tuition payments. There will be a \$25 charge for returned checks. When a check is returned by the drawer bank, the person issuing the check will be notified (personal phone call, voice mail or email at numbers or addresses listed on the enrollment application shall be considered notification). Full restitution for the unpaid check and payment of the \$25 service charge must be submitted to the school the next work day following notification. Payments for returned checks may be Cash, Money Order, Cashier's Check, or Credit Card. Failure to make timely restitution may result in suspension of check writing privileges and suspension of student(s) until the account is current. Following two or more returned checks during any one school year, check writing privileges may be suspended even if full restitution has been made.

**Withdrawal Policy:** Because the school's budget is based on students remaining the entire year (salaries, books, maintenance, etc. are based on this), the following policy, regarding financial responsibility, was adopted by the Board of Advisors. The policy applies for those students who enroll, but never actually attend, withdraw, are unenrolled or expelled, or for any reason fail to continue in attendance for the school year:

<b><u>Date of Withdrawal</u></b>	<b><u>Amount Due for Time Attended</u></b>
<b>Prior to July 15.....</b>	Registration
<b>July 15 - September 14th.....</b>	Registration and 1 payment
<b>After September 15th .....</b>	Tuition will be prorated for enrolled on a monthly basis for time actually enrolled. Attendance any part of the month will be counted as a full month.

A student is considered enrolled until official withdrawal papers have been completed and submitted to the school office. These forms are available in the school administration office. Accounts must be current for records to be released.