



Student Name(s):

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First Last Grade Entering

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First Last Grade Entering

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First Last Grade Entering

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First Last Grade Entering

### Continuous Enrollment

In order to provide our families with a simpler process, students are continually enrolled from their initial enrollment into Granville Christian Academy until their graduation or the termination of this agreement by means of withdrawal from the school. Accordingly, the term of this agreement shall be in effect from the date of enrollment and shall renew automatically for each successive academic year until graduation from GCA, unless this agreement is terminated by GCA or written notice of termination from the parent/guardian is received by March 15<sup>th</sup> of each year. If a student(s) will not be returning the following school year, the parent/guardian assumes all responsibility for retrieving an Withdrawal form from the school office and submitting said form back to GCA by March 15<sup>th</sup> of the current school year. If such notice is not received, the student will be considered enrolled for the following school year as of March 16<sup>th</sup>.

### Tuition

Tuition for the following academic year will be published by the end of February of each year. Tuition shall be paid either in full, semi-annual, or in predetermined monthly increments. All tuition payments will be made through the FACTS management system. Special arrangements are set up through the finance office for scholarship recipients. The parent/guardian will select a payment option below that will be rolled over each year unless the finance office is notified in writing that one of the other payment options is preferred.

- I hereby opt into Continuous Enrollment. This means that my child(ren) will be returning to GCA every year unless I notify the school in writing of an enrollment change.
- I understand that my tuition preference selected below will apply to all years going forward until such time as I have notified GCA of any changes or plans to withdraw my children. I also understand that the tuition amount may change each year.
- I understand that I have until March 15 every year to notify the school in writing of any changes in my plans of enrollment for my child(ren).
- If I withdraw my child(ren) on March 16<sup>th</sup> through July 31<sup>st</sup>, I understand that I will pay a \$500 Withdrawal Fee per child. This fee will be automatically withdrawn from my FACTS account within 14 business days of the submission of my child(ren)'s withdrawal paperwork.
- If I withdraw my child(ren) on or after August 1<sup>st</sup>, I understand that I will be responsible for paying through the current month's tuition in addition to the \$500 withdrawal fee per child. I understand that if my child(ren) is enrolled for any portion of a month, the entire month's tuition must be paid.
- Unique circumstances: Granville Christian Academy recognizes that family plans change. For any unique circumstances families withdrawing after March 15 will be exempt from the Late Withdrawal Fee:
  1. Relocation 25+ miles away from Granville Christian Academy
  2. Withdrawal at the request of Granville Christian Academy.
  3. Other circumstances approved by Granville Christian Academy Administration.
- We agree to the missions, vision, and statement of faith of the school and agree to partner with GCA in our child(ren)'s spiritual formation.
- We agree to support the guidelines and policies of GCA and have read and are in agreement with the GCA student/parent handbook (a digital copy of the handbook can be found at [www.granvilleca.org](http://www.granvilleca.org)).
- We agree to pray for GCA: the leadership, staff, and students.

Parent/Guardian:

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Date:

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Parent/Guardian:

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Date:

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Student Name(s):

First	Last	Payment Option #
First	Last	Payment Option #
First	Last	Payment Option #
First	Last	Payment Option #

We agree to pay all tuition/fees, assessments, and fines as they occur during the school year. We understand that, if our tuition/fee is two months in arrears, our children will be unable to attend school until payment is current. We understand that all families must sign up for a FACTS account even if they pay in full or are EdChoice Scholarship recipients. Semi-Annual and Monthly plans will have an annual FACTS account fee that is automatically deducted. This fee is non-refundable and is subject to change as FACTS determines. Please choose your preferred payment method from the options below and place it on the provided lines above:

- Option 1: Full Pay | GCA families who elect to pay for tuition with one payment. \$100 discount per student will be applied for those who choose June 5<sup>th</sup> as their FACTS withdrawal date.
- Option 2: Semi-Annually | GCA families who elect to pay for tuition with two payments. These payments will be due in June and January.
- Option 3: 12-Month | GCA families who elect to pay for tuition monthly. These 12 monthly payments begin in June and end in May.
- Option 4: EdChoice Scholarship | GCA families who are EdChoice scholarship recipients through the Ohio Department of Education will have special payment arrangements set up through the GCA Finance Office.

For billing purposes, please list the individual(s) and percentage of responsibility for tuition and fee payments:

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____

Percentage or amount: _____	Percentage or amount: _____
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*June and July tuition must be paid in order for a student to begin school at the start of the year. For returning students, tuition from the previous school year must be paid in full in order for a student to return the following year.*

*Tuition must be paid in full each month in order for a student's position at Granville Christian Academy to remain secured. If tuition is not paid before the last day of the month, parents will receive a tuition arrears letter indicating the amount owed. If payment for the previous month and current month are not paid in full by the due date of the current month, parents will receive a letter indicating that their student's last day of school will be the last school day of the current month.*

*Should a family experience financial hardships that affect their ability to meet the tuition obligation agreement, they may request a temporary payment arrangement by contacting the Granville Christian Academy Finance Office. The family's situation will be reviewed by the administration, and the possibility of special arrangements may be considered.*

Parent/Guardian Signature: _____	Date: _____
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Return completed form to:  
Granville Christian Academy: Attention - Enrollment Director  
1820 Newark Granville Road, Granville, Ohio 43023

Forms can also be emailed to [admissions@granvilleca.org](mailto:admissions@granvilleca.org)

Granville Christian Academy | Rev. 01.26.2021