

TWO-STEP ENROLLMENT & FINANCIAL POLICIES

VERITAS TWO-STEP ENROLLMENT

1 Step One: Declaring Intent to Enroll or Withdraw via the Online Enrollment Process
Online Enrollment opens in ParentsWeb in early spring and must be completed by the deadlines published by the Advancement Office.

This step consists of these annual and contractual requirements:

- ◆ Parent update of student demographic and medical information, along with family demographic information
- ◆ Parent acknowledgement of the *Statement of Parent Responsibility and Conciliation Agreement*
- ◆ Declaration of a *FACTS Tuition Payment Plan* for the next school year
- ◆ Payment of all *Non-refundable, Annual Enrollment Fees*
- ◆ If needed, submission of Tuition Assistance (TA) application (current Veritas families only; see conditions below)

2 Step Two: Building Customized Family Tuition via the Course Request Process
Once all Online Enrollment packets are submitted for each student, the family is invited to participate in the Course Request Process. It is through this process that the customized *Family Tuition Statement* is created; therefore, every student must complete the Course Request process in the time and manner specified by the Advancement Office. Details and instructions on this process will be sent to all custodial parents via the *School Memo* or special email notification.

NOTE: As Veritas invites new families to enroll based on the number of openings per grade, **any delays to the completion of the steps above may result in forfeiture of the student's seat for the next school year.** Enrollment will be considered incomplete for current families that have an outstanding balance from any previous school year and until payment of the outstanding balance is made in full unless separate arrangements are contracted with the Veritas Controller.

ENROLLMENT & FINANCIAL TIMELINE – CURRENT FAMILIES

MARCH 9	Complete STEP ONE: Online Enrollment and payment of all <i>Non-refundable, Annual Enrollment Fees</i> Tuition Assistance applications due
MARCH 19	Complete STEP TWO: Online Course Requests to build the customized <i>Family Tuition Statement</i>
BY MARCH 30	Family receives Net Annual Tuition on <i>Family Tuition Statement</i>
IN APRIL	Full payment or first installment of Net Annual Tuition is due to FACTS
MID-MAY	Add/Drop Season Opens (see <i>Add/Drop Policies & Deadlines</i> below); watch the <i>School Memo</i> for opening date

ENROLLMENT & FINANCIAL TIMELINE – NEW FAMILIES

AFTER ACCEPTANCE	Complete STEP ONE: Online Enrollment and payment of all <i>Non-refundable, Annual Enrollment Fees</i> Complete STEP TWO: Online Course Requests to build the customized <i>Family Tuition Statement</i>
AFTER TWO-STEP ENROLLMENT	Family receives Net Annual Tuition on <i>Family Tuition Statement</i>
AFTER RECEIVING FAMILY TUITION STATEMENT	Full payment or first installment of Net Annual Tuition is due to FACTS about 10 days after receiving your <i>Family Tuition Statement</i> . For those who elect to pay tuition monthly, the number of installments will be based on how many months there are from the first payment through February.
MID-MAY	Add/Drop Season Opens (see <i>Add/Drop Policies & Deadlines</i> below); watch the <i>School Memo</i> for opening date

NOTE: New families will be accepted to Veritas Academy in multiple rounds throughout the spring (and summer). As such, the Advancement Office will communicate detailed instructions to all new families regarding the timeline and due dates for enrollment and tuition. Families can anticipate a one to two week window between completing the two-step enrollment process and making their first tuition payment via FACTS.

ANNUAL ENROLLMENT FEES

All annual enrollment fees are nonrefundable and are collected through STEP ONE of enrollment, via an ACH payment. For additional details regarding fees, please see *Tuition & Fees* on page 10.

FAMILY ANNUAL ENROLLMENT FEE	STUDENT & FAMILY MINISTRY FEE	FACILITY FEE	NEW FAMILY FEE	LATE REENROLLMENT FEE
\$350 per <u>family</u>	\$350 per <u>family</u>	\$800 per <u>family</u>	\$1,250 per <u>new family</u> (one-time fee)	\$250 per <u>family</u> for any <u>reenrollment</u> submitted after 3/9/2018

TUITION PAYMENT PLANS

All tuition payments are nonrefundable and are collected through FACTS Tuition Management. During STEP ONE of enrollment, parents will select one of three tuition payment plan options to pay the total tuition established during STEP TWO:

ONE (1) PAYMENT	TWO (2) EQUAL INSTALLMENTS	ELEVEN (11) MONTHLY INSTALLMENTS
Tuition paid in full to FACTS in April; no additional fee assessed to pay in full	Tuition paid to FACTS in April and August; FACTS may assess a small fee for this option	Tuition paid to FACTS in equal installments each month in April through February; FACTS may charge a small fee for this option

Installments are due on the 1st of each month but may be scheduled with FACTS for payment in early or mid month. FACTS will assess a missed payment fee for late or returned payments. Families that miss payments with FACTS are encouraged to proactively contact FACTS directly to determine the reason for the missed payment and to correct any issues. School approval is required for any changes to the payment amount or date and must be received at least 3 business days prior to the date of the scheduled payment.

ENROLLMENT AFTER MARCH

Most new families will complete the two-step enrollment process after March. While families are still able to select the monthly installment payment plan for their students' tuition, the number of installments will be determined by how many months there are from the first payment through February.

Additionally, while Veritas rarely accepts a new student after the school year begins, there are occasions when administration may determine that a student and family can jump right in with familiarity to all three components of the Classical, Christian, and University-Model approach. In such instances, the new family will be welcomed and will be liable for payment of all fees and tuition to be paid in accordance with our tuition payment plans. No portion of the *Non-refundable, Annual Enrollment Fees* or *Family Tuition Statement* will be prorated for late enrollment into the school.

TUITION ASSISTANCE

Tuition Assistance (TA) may be offered to current Veritas families who demonstrate financial need. Veritas is unable to offer TA to newly enrolling families. After a family has attended Veritas for a year, they can apply for TA during re-enrollment. Veritas utilizes FACTS Tuition Management as an unbiased third-party application service. FACTS will assess each applicant's financial need and then report to the Veritas Finance Committee its recommendation of how TA proceeds should be divided among all applicants. Individual applications are not viewed by the school. The prior year's federal tax return must be completed prior to applying on the FACTS website, and a copy of the return must be supplied to FACTS. We encourage families to submit a letter with their application to FACTS (and to the school) describing their financial situation, especially if a job loss has recently occurred and grace is needed with the payment of fees that are due with Online Enrollment. The deadline for TA applications is March 9 in order to allow for processing by FACTS and prayerful consideration by Veritas. Details and application instructions will be sent to all custodial parents via the *School Memo*.

TUITION REFUND POLICIES FOR FULL WITHDRAWAL FROM VERITAS ACADEMY

As with annual fees, tuition payments are also nonrefundable with one exception. For families who have prepaid tuition for a fully withdrawing student, a refund may be requested for the portion of tuition paid in excess of what would have been due, as of the date of the withdrawal (as properly submitted to the school's Accounting Department), had the family elected to pay in monthly installments.

For example, a student fully withdraws from the school in June, after tuition was paid in full in April: that student would be eligible for a refund of all but 3/11^{ths} of his/her prepaid tuition since that is the amount that would have been due by then (for April, May, and June) had the family elected to pay in monthly installments. Because payments are due on the 1st of the month, a student is liable for a month's tuition payment if s/he is enrolled for any portion of that month.

APPEALS TO THE ENROLLMENT & FINANCIAL POLICIES

All appeals to these *Two-Step Enrollment & Financial Policies* must be made in writing, addressed to the Veritas Academy School Board, and emailed to our Controller, Allison Malone, at Accounting@VeritasAcademy.net. Appeals may necessitate a face-to-face meeting with a committee appointed by the Board. Only appeals based on circumstances that are extremely unusual, unforeseeable and unavoidable and from students/families who are in good standing with the school will be considered. Appeals are rarely granted as the school has relied upon the financial commitments of its families to, in turn, make financial commitments of its own, almost none of which are reduced as a result of student withdrawals.

ADD/DROP POLICIES AND DEADLINES FOR ACADEMIC OR ELECTIVE COURSES

The online Add/Drop Request form will open in mid-May on the Veritas website under Academics.

ADDING A COURSE

Courses may be added no later than the end of the second full week of classes, provided that space is available and that the course instructor consents. Once the addition is approved by the Registrar, the tuition will be added to the family's FACTS account, and the student may begin attending the class. There is no additional fee assessed for adding a course.

EXCHANGING ELECTIVES OR CHANGING CORE COURSE LEVELS

Space in electives usually fills, and several will have waiting lists. Families may inquire of elective openings at any time during the year by emailing Registrar@VeritasAcademy.net. The Registrar will also post elective openings in the *School Memo* as the Drop Deadlines approach. Equally-priced courses may be exchanged without financial penalty if space allows. If there is a variation in price, the difference will be applied to the *Family Tuition Statement*.

A change in course level before the course begins should be initiated through the online Add/Drop Request. If a student wishes to change course levels (e.g., from AP to non-AP in SR) after a course has begun, the student and a parent must first meet with the current teacher to assess the need. If the teacher agrees with the change, the family may proceed with the online Add/Drop Request and walk through all necessary approvals as guided by the Registrar. The student is required to continue with the current course until the Registrar has approved the change and notified all parties.

DROPPING A COURSE ALTOGETHER

Courses may be dropped without penalty within the deadlines listed below. Courses in SL may not be dropped once in session without the prior approval of the Head of SL. Courses in SR may not be dropped without the prior approval of the College & Academic Advisors, as well as the Department Head and Head of SR when necessary. The online Add/Drop Request will guide the family in seeking all necessary approvals.

After the deadlines listed below, no tuition will be refunded unless the drop is required by the Administration.

GS (PreK–4th) Add/Drop Deadlines

July 1	PreK and Kindergarten year-long Elective Wheel 1 st -4 th Grade Trimester 1 after-school Electives
October 20	1 st -4 th Grade Trimester 2 after-school Electives
February 1	1 st -4 th Grade Trimester 3 after-school Electives

SL (5th–8th) Add/Drop Deadlines

July 1	All year-long Core Courses Optional Courses (5 th /6 th Grade Latin, 6 th -8 th Grade Drumline, 7 th -8 th Grade Tech or Cotillion)
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SR (9th–12th) Add/Drop Deadlines

July 1	All year-long Core Courses, year-long Electives, and Term 1 single-term Electives
October 20	Term 2 single-term Electives and two-term Electives
February 1	Term 3 single-term Electives

ADD/DROP POLICIES AND DEADLINES FOR ATHLETICS

The online Add/Drop Request form will open in mid-May on the Veritas website under Academics.

ADDING OR DROPPING A SPORT

Sports must be added or dropped by the dates communicated by email from the Athletics Department. Once a season starts, there will be no refund of any portion of the fees. Once the change is approved by the Registrar, the family's FACTS account will be adjusted. There is no additional fee assessed for changing the commitment to a sport; however, the student and family will be held to account for all policies in the *Athletic Handbook*.