

# ENROLLMENT & FINANCIAL POLICIES

## (RE-)ENROLLMENT & FINANCIAL TIMELINE – CURRENT FAMILIES

<p><b>Feb 13 - 17</b></p>	<p><b>DECLARE INTENT TO ENROLL OR WITHDRAW FOR THE UPCOMING SCHOOL YEAR VIA THE ONLINE ENROLLMENT PACKET</b></p> <p><i>IMPORTANT NOTE: As Veritas invites new families to enroll based on the number of openings per grade, <b>any delay in submitting the Online Enrollment Packet or completing the steps below may result in forfeiture of your student's seat for the next school year.</b> Additionally, enrollment will be considered incomplete for current families that have an outstanding balance from this or any previous school year until payment of the outstanding balance is made in full, unless an arrangement is made with the Veritas Controller.</i></p>
<p><b>March 3</b></p>	<p><b>PAY THE <u>NON-REFUNDABLE, ANNUAL ENROLLMENT FEE</u> VIA FACTS AUTO DRAFT</b></p> <p><i>This fee is per family and will be posted to FACTS by the Veritas Accounting Office upon receipt of the Online Enrollment Packet; once a packet is submitted, the fee is due, though payable on March 4.</i></p> <p><b>SUBMIT APPLICATION FOR TUITION ASSISTANCE, IF DESIRED</b></p> <p><i>Veritas utilizes FACTS Tuition Management as an unbiased, independent, third-party service to process TA applications; the school does not review individual applications. Please reach out directly to the Accounting Office should you have any questions about the TA application process.</i></p>
<p><b>March 6</b></p>	<p><b>COMPLETE ONLINE COURSE REQUESTS FOR EACH ENROLLED STUDENT</b></p> <p><i>All Course Requests are date- and time-stamped and will be processed in order of receipt to fill courses, electives, etc. that have limited seats.</i></p>
<p><b>By March 27</b></p>	<p><b>RECEIVE NET ANNUAL TUITION ON FAMILY TUITION STATEMENT</b></p>
<p><b>In April</b></p>	<p><b>MAKE FULL PAYMENT OR FIRST INSTALLMENT OF NET ANNUAL TUITION VIA FACTS</b></p>

## ENROLLMENT & FINANCIAL TIMELINE – NEW FAMILIES

<p><b>March 28 or After Acceptance</b></p>	<p><b>DECLARE INTENT TO ENROLL FOR THE UPCOMING SCHOOL YEAR VIA THE ONLINE ENROLLMENT PACKET -AND- PAY THE <u>NON-REFUNDABLE, ANNUAL ENROLLMENT FEE</u> VIA ELECTRONIC PAYMENT UPON SUBMISSION OF THE ENROLLMENT PACKET</b></p> <p><i>NOTE: New families may be accepted to Veritas Academy in multiple rounds throughout the spring (and summer). At that time, the Advancement Office will communicate detailed instructions to all new families regarding the timeline and due dates for enrollment and each step below. Families can anticipate a one- to two-week window between completing the enrollment/course request processes and making their first tuition payment via FACTS.</i></p> <p><b>SUBMIT APPLICATION FOR TUITION ASSISTANCE, IF DESIRED</b></p> <p><i>Veritas utilizes FACTS Tuition Management as an unbiased, independent, third-party service to process TA applications; the school does not review individual applications. Please reach out directly to the Accounting Office should you have any questions about the TA application process.</i></p> <p><b>COMPLETE ONLINE COURSE REQUESTS FOR EACH ENROLLED STUDENT</b></p> <p><i>All Course Requests are date- and time-stamped and will be processed in order of receipt to fill courses, electives, etc. that have limited seats.</i></p>
<p><b>After Enrollment &amp; Course Requests</b></p>	<p><b>RECEIVE NET ANNUAL TUITION ON FAMILY TUITION STATEMENT</b></p>
<p><b>After Receiving Family Tuition Statement</b></p>	<p><b>MAKE FULL PAYMENT OR FIRST INSTALLMENT OF NET ANNUAL TUITION VIA FACTS</b></p> <p><i>Generally, this will be about 10 days after receiving your Family Tuition Statement. 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.</i></p>

## ANNUAL ENROLLMENT FEE

The annual enrollment fee is non-refundable. For details regarding fees, please see *Tuition & Fees for 2023-2024* on page 11.

## TUITION PAYMENT PLANS

All tuition payments are non-refundable and are collected through FACTS Tuition Management. During the Enrollment process, parents will select one of three tuition payment plan options to pay the total tuition due:

ONE (1) PAYMENT	TWO (2) EQUAL INSTALLMENTS	ELEVEN (11) MONTHLY EQUAL INSTALLMENTS
Tuition paid in full to FACTS on or before 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 1<sup>st</sup> 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 enrollment process after March. While families are still able to select the monthly installment payment plan for their student's 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 Collaborative approach. In such instances, the new family will be admitted and will be liable for payment of all fees and tuition in accordance with our tuition payment plans. No portion of the *Non-refundable, Annual Enrollment Fee* or *Family Tuition Statement* will be prorated for late matriculation into the school.

## TUITION ASSISTANCE

Tuition Assistance (TA) may be offered to Veritas families who demonstrate financial need. Any enrolled family can apply for TA by the published deadline. Veritas utilizes FACTS Tuition Management as an unbiased, independent, third-party service to process TA applications; the school does not review individual applications. FACTS assesses each applicant's financial need and then reports to the Veritas Finance Committee its recommendation of how TA proceeds should be divided among all applicants. TA funds are limited each year, and awards are made until the funds run out.

## TUITION REFUND POLICIES FOR FULL WITHDRAWAL FROM VERITAS ACADEMY

As with annual fees, tuition payments are also non-refundable 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<sup>ths</sup> 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 1<sup>st</sup> of the month, a student is liable for a month's tuition payment if s/he is enrolled for any portion of that month.

## DELINQUENT TUITION POLICIES

If a family becomes delinquent in paying their tuition, fees, or related financial obligations to the school, the enrollment status of their student(s) is threatened. Responsibility for communication in these circumstances lies with each family, which should proactively reach out to the school's Accounting office to address the situation. Failure to communicate with the Accounting office will necessitate

the involvement of the Chief Business Officer, Head of School, and/or Finance Committee and result in student removal from all extracurriculars and class trips, the disabling of a family's FACTS SIS account, and possibly removal from all courses.

## APPEALS TO THE ENROLLMENT & FINANCIAL POLICIES

All appeals to these *Enrollment & Financial Policies* must be made in writing, addressed to the Veritas Academy Finance Committee, and emailed to our Controller at Accounting@VeritasAcademy.net. Appeals may necessitate a face-to-face meeting with the Chief Business Officer, Head of School, and/or Finance Committee. 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 make financial commitments of its own, almost none of which are reduced as a result of student withdrawals.

## ADD/DROP POLICIES & DEADLINES

*The online Add/Drop Request form is located on the Veritas website under Parent Resources. Any changes to course selections after the initial course request submission should be made with the Add/Drop Request form.*

### **Adding a Course/Sport**

Courses may be added no later than the end of the second full week of classes/practices, provided that space is available and that the course instructor/coach consents. If there is a fee associated with the course/sport, the charge will be added to the family's FACTS account following approval to join the class/team, and the student may begin attending the class/practice.

### **Dropping a Course/Sport**

Courses/sports may not be dropped once in session without the prior approval of the Academic Dean/Athletic Department (as well as the approval of the College & Academic Advisors and Department Head in the SR). The Registrar will guide the family in seeking all necessary approvals. Should the student/family insist on dropping a course without approval in GS or SL, the student will not be allowed to remain on campus during the dropped class period.

### **Drop Deadlines**

*Fees will be refunded for optional electives and sports only if they are dropped PRIOR to the deadlines below:*

#### **GS (PreS–4<sup>th</sup>)**

- |            |                                                                                                                                                                                                            |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 23    | <ul style="list-style-type: none"><li>• PreSchool: Year-Long Extended Play</li><li>• PreK-K: Semester 1 after-school Elective</li><li>• PreSchool-4<sup>th</sup> Grade: Year-Long Friday options</li></ul> |
| December 1 | <ul style="list-style-type: none"><li>• PreK-K: Semester 2 After-School Elective</li></ul>                                                                                                                 |

#### **SL (5<sup>th</sup>–8<sup>th</sup>) and SR (9<sup>th</sup>–12<sup>th</sup>)**

- |            |                                                                      |
|------------|----------------------------------------------------------------------|
| June 23    | <ul style="list-style-type: none"><li>• Fall/Winter Sports</li></ul> |
| December 1 | <ul style="list-style-type: none"><li>• Spring Sports</li></ul>      |

### **Changing Core Course Levels**

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 the SR) after a course has begun, the student and 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.