



**Admission and Financial Policies**  
**PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS.**

## **ADMISSIONS**

Salem Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its education, employment, admission policies, tuition assistance, and other school-administered programs. Parents enrolling children do so with the understanding that they agree to the goals and policies outlined in the SCA Parent Handbook, and to the use of Biblical curriculum in accordance with and not contrary to the doctrines and practices of Salem Baptist Church. Parents will receive a notice from the school in the summer pertaining to class assignment, teacher's name, and the opening of school. Enrollment in all grades will be determined by student readiness level and the approval of the principal.

## **ADMISSIONS POLICY**

1. **Previous Dismissal from Another School:** Generally, SCA does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.
2. **Birth Certificate:** A copy of the child's birth certificate must be in the school records.
3. **Immunization Records:** Immunization must be up to date by North Carolina law unless a letter of religious exemption has been submitted. There is no form for requesting religious exemptions in North Carolina. To claim a religious exemption, the parent or person requesting the exemption must write a statement of their religious objection to immunization, including the name and date of birth of the person for whom the exemption is being requested. This statement would then be provided to SCA in place of an immunization record. If a family is requesting a religious exemption for more than one child, a separate statement should be prepared for each child. Statements of religious objection to immunization do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the state for review or approval.
4. **Wait List:** A wait list of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not based on first-come, first served. Acceptance is based upon academic needs, teacher recommendation, siblings, principal recommendation, etc.
5. **Pre-kindergarten Admittance Age:** Age 3, age 4 planning to enroll in kindergarten the following year, or age 5 and using the Pre-kindergarten as a transitional Kindergarten. Note: All students must be able to use the restroom consistently and independently.
6. **Kindergarten Admittance Age:** A kindergarten student must be 5 by August 31. All students must be able to take care of all restroom needs independently. Note: All students must be able to use the restroom consistently and independently.
7. **Acceptance Policy:** Students must score on grade level and complete the application process to be eligible for enrollment. SCA does not enroll students whose learning, behavioral, or physical needs cannot be met by our existing programs, services, or staff. IEPs and 504 plans are not available at SCA.

## RE-ENROLLMENT

Students, in good standing, attending SCA may be given the opportunity to re-enroll during the first week of February.

## SIBLING ENROLLMENT

Current students who have siblings who desire to attend the next school year will go through the same enrollment process as do new students.

## STUDENT WITHDRAWAL

A student is not considered withdrawn until the school office is notified by the parent, a signed withdrawal form is received, and withdrawal fee is collected (if applicable). In the case of dismissal, the parent is notified by the principal and a signed dismissal form is completed.

## FINANCIAL POLICIES

In order to maintain a high quality of education for your child, it is necessary that certain guidelines be observed in regard to the financial policies of Salem Christian Academy.

## FINANCES

1. **Registration Fee (PreK-8th Grade):** The registration fee is due upon application. Registration fees are non-refundable unless the student is placed on the waitlist and the parent requests a refund prior to an opening in a class.
2. **Curriculum and Technology Fee (K-8th Grade):** The curriculum and technology fee or first installment is due March 1st and is non-refundable. This fee may be paid in three installments (March 1st, April 1st, and May 1st) and should be paid in full no later than May 1st to hold your student's spot on the class roster. After this date, an increase in this fee may occur. A parent could lose their student's place if the fee is not paid in a timely manner. This fee covers consumable learning materials, special area activities, and technology. Students retain only consumable books at the end of the year. If a student withdraws prior to the start of the year, the resource fee or its equivalent is not refunded nor any books or supplies given to the student as compensation.
3. **Tuition:** Report cards and transcripts will be held if accounts are past due or until the account is paid in full. Parents will be contacted by administration if the account is past due. Students may not attend class or participate in extracurricular activities if accounts are more than 30 days delinquent.  
Two Payment Plans:
  - a. Full Payment Plan: A 2% discount for prepayment of the entire year by the first week of school.
  - b. 10-Month Plan: Tuition is paid in ten equal installments from August to May and is due the first day of the month.
4. **Withdrawal Fee:** Students are considered enrolled for the entire year; therefore, budgets and teacher contracts are set accordingly. Enrolled students who voluntarily withdraw anytime between July 1 and April 30 will be assessed a \$100 withdrawal fee. In addition, the full month's tuition is due for any month in which the student attends one school day. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at SCA.
5. **Payment Policy:** Parents may pay by cash, check, or online through DreamClass.

6. **Late Fees:** Payments after the 5th of the month will incur a late fee of \$30.00 per student. A returned check will result in a \$25.00 fee.
7. **Tuition and Fees Reimbursement:** A student is considered enrolled for the entire school year. Tuition is calculated based on the entire year; therefore, no reduction can be made for vacations, school holidays, or school closure beyond our control. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the monthly tuition through the current month enrolled and possible withdrawal fee. In addition, fees, discounts, and incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings.
8. **Donations:** Tuition is not tax deductible; however, charitable donations to SCA are appreciated. In addition, donations in the form of gifts in-kind, equipment, and supplies are also appreciated. Please see administration for a list of needed equipment and supplies.
9. **Tuition Assistance:** Tuition assistance is based on the family's demonstrated need as determined by administration. Contact administration for an application. Tuition assistance is determined annually and applies for only the current school year, based on availability of tuition assistance funds. Current families will be given priority in the tuition assistance process. The deadline for initial assistance is April 30th. Applications submitted after that date will be reviewed and assistance will be based on the amount of funds available. Tuition assistance is available for kindergarten and above.
10. **After School Care:** After school care begins upon dismissal of school and ends at 5:30 pm. Full-time aftercare is available as well as daily drop-ins. Payment is due by the end of the month in which the student attends after school care. The after school program is not available on half-days, teachers' workdays, school holidays, or summer vacation.
11. **Lunch Payment:** The cost of a student lunch will fluctuate from year to year and will be set at the beginning of the school year. You can pay weekly or monthly for lunch charges.

## **PRESCHOOL TUITION RATES AND FEES**

Salem Christian Academy preschool hours are 8:00 AM - 11:30 AM.

- Tuition Rates:
  - 2 day Pre-K3 Class – \$110.00 per month
  - 3 day Pre-K4 Class – \$165.00 per month
  - 5 day Pre-K4 Class – \$200.00 per month
- Registration Fee: A registration fee is applied to all applications based on the date an application is submitted. Parents will receive an early bird discount based on the dates below.
  - February 1-29: \$25
  - March 1 - April 30: \$50
  - May 1 - June 30: \$75
  - After June 30: \$300

## ELEMENTARY AND MIDDLE TUITION RATES AND FEES

### Tuition:

- Every student at Salem Christian Academy will receive a scholarship. Students will either receive the North Carolina Opportunity Scholarship or the SCA Scholarship. Students must apply for these scholarships.

Tuition Per Year	Scholarship	Tuition - Scholarship = Total Out of Pocket Per Year	Monthly Payment (10 mos.)
\$4,900	Opportunity	\$0	\$0
\$4,900	SCA Scholarship	\$2,950 (plus fees)	\$295

### Fees:

- Registration Fee - A registration fee is applied to all applications based on the date an application is submitted. Parents will receive an early bird discount based on the dates below.
  - February 1-29: \$25
  - March 1 - April 30: \$50
  - May 1 - June 30: \$75
  - After June 30: \$300
- Curriculum & Technology Fee - A curriculum and technology fee is applied to all students Kindergarten and above. This fee covers consumable learning materials, special area activities, and technology. The curriculum and technology fee is non-refundable.
  - Kindergarten: \$50 per year\*
  - First Grade and Higher: \$240 per year\*

\*The curriculum & technology fee may increase to \$600 for students who enroll after August 15th.

- Start-Up Fee - First tuition payment paid after August 15 may result in a start-up fee of \$700.

*Additional and/or increased fees are at the discretion of SCA administration on a case by case basis.*

### Discounts, Fundraisers, and Financial Aid

- Family Discount - Families with more than one child enrolled will receive the following discount:
  - The second child's tuition will be reduced by 15% for a family with two children enrolled.
  - The third child's tuition will be reduced by 30% for a family with three children enrolled.
  - The fourth child's tuition will be reduced by 45% for a family with four children enrolled.
- Pastoral Discount - Please contact Olivia Beroth, 336-374-1525, for more information.
- Fundraisers - Special fundraising opportunities for families will be held during the year to help offset tuition costs.
- Financial Aid: Income-based scholarships are available for kindergarten and above. Please contact Olivia Beroth, 336-374-1525, for more information.

The Opportunity Scholarship will cover tuition, registration fees, curriculum & technology fees, and start-up fees. This scholarship is only available to students in Kindergarten and above.

## After School Rates

Our After School Program runs from 2:45 - 5:30 pm. Rates are based on the number of siblings and the number of days attended per week.

# of Children	Full Week (3+ days)	Half Week (2 days)	Drop In (1 day)
1	\$40	\$20	\$15
2	\$65	\$35	\$25
3	\$80	\$50	\$35

## Lunch Payment

The cost of a student lunch will fluctuate from year to year and will be set at the beginning of the school year. You can pay weekly or monthly for lunch charges.

## Extra Curricular Activities

- Running Club - This club is available for 5th grade and above and practices weekly from September through December. The cost for this club is \$22, which includes a Running Club t-shirt and registration to the Rosy Cheeks 5K.
- Martial Arts - This club is available for 5th grade and above and practices weekly from September through May. The cost for this club is \$40 per month.
- HOSA - This club is available for 6th grade and above and meets every other week from September through May. The cost for this club is \$40, which includes a HOSA t-shirt and national HOSA dues.