



Providence Christian Academy

Home of The Heart Changer
4258 Burrough Dr, Suite 300, Warrenton, VA 20187
(Tel) 540-349-4989 www.pcalions.org



Preparing Minds for Action, Lives for Service (1 Peter 1:13)

Registration Fees

- There is a \$175.00 non-refundable registration fee for each child. \$225 after June 1st.
- Registration fees must be paid at the time the application is received.

Tuition Fees

Grade	Tuition	Activity Fees	2 Installments	10 Installments	11 Installments	12 Installments
6-12	7350	450	3675	735	668.18	612.50
1-5	6950	400	3475	695	631.82	579.16
K5 Full Days	6450	350	3225	645	586.36	537.50
K3 & K4 (5 days)	6350	300	3175	635	577.27	529.16
K3 & K4 (5 ½-days)	3750	200	1875	375	N/A	N/A
K3 & K4 (3 days)	4350	200	2175	435	395.45	362.50
K3 & K4 (3 ½-days)	2750	200	1375	275	N/A	N/A

Activity fees are due by August 1st and must be paid before the first day of School in order for the student to attend class.

Financial Responsibility Statement

Providence Christian Academy is a non-profit ministry that relies primarily on timely tuition installments to maintain affordable tuition rates. It is imperative that tuition installment payments are received on time. Payments can be dropped off in the tuition box, paid online, or mailed to 4258 Burrough Drive, Warrenton, Virginia, 20187. Activity fees include: Lab Fees, Testing Fees, and misc items throughout the year.

Payment Policy Tuition/Fees

- Accounts must be kept current
- Registration is due upon receipt of application or re-enrollment
- Tuition must be paid in full or payments may be made in monthly installments (cash, check or charge)
- Activity fees must be paid in full by August 1, 2017 (after this date they must be paid at registration)
- Installments must be made by the 1st of every month, unless balance is paid in full
- After 45 days of non-payment a 7½ % fee will be added to all past due accounts
- After 60 days of non-payment the student will be un-enrolled
- After paying all past due accounts the student will pay a re-enrollment fee of \$60.00
- All accounts must be paid in full by May 15, 2018
- Cost of collection shall be the responsibility of the parents/guardians who sign below
- School records will not be released until all accounts are paid in full
- Students will not be allowed to register for the upcoming year if accounts are not current.

Tuition Discounts:

- Full Tuition is paid on the eldest child. Discount is taken on the youngest child.
 - 5% for 2nd child
 - 15% for 3rd child
 - 25% for 4th child
 - 5th and each additional child is Free
- Tuition, registration and student fees paid by June 1, 2017 will receive a 5% discount on tuition
- Part-time students receive no discounts

Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.

(11 Timothy 2:15)



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Late Payment Fee/Returned Checks

- A late fee of \$25.00 will be added for payments received after the 5th of the month
- Any check returned by the bank for insufficient funds will necessitate an additional service charge of \$25.00

Refund Policy

- Parents are obligated to pay 10% of the remaining year's tuition if a student is withdrawn after enrolling and accepting an opening.
- Registration and Activity fees are non-refundable.
- Parents will be obligated to pay for the entire month's installment tuition no matter how many days the student attends class in the month he/she is withdrawn.
- Student accounts must be paid in full at the time of withdrawal before the school records will be released.

Sports Fees

- All sport fees are due before the first day of practice.
- PCA student fees: \$100.00.
- Non PCA student fees: \$125.00.

Tuition Payment Options (One option must be checked)

- PAYMENT IN FULL by 06/1/17** – A 5% discount may be deducted from the annual tuition if payment is received by June 1, 2017. (Full payment includes tuition, registration and activity fees.)
- TWO INSTALLMENTS** – August 1, 2017 and January 5, 2018. (This does not include registration and activity fees. Registration fees are due at the time of enrollment; activity fees must be paid before the 1st day of school).
- TEN MONTH INSTALLMENT PLAN** – Installments begin August 1, 2017 and conclude May 1, 2018. (This does not include registration and activity fees. Registration fees are due at the time of enrollment; activity fees are due before the 1st day of school).
- 11 MONTH INSTALLMENT PLAN** – Installments begin July 1, 2017 and conclude May 1, 2018. (This does not include registration and activity fees. Registration fees are due at the time of enrollment; activity fees are due before the 1st day of school).
- 12 MONTH INSTALLMENT PLAN** – Installments begin June 1, 2017 and conclude May 1, 2018. (This does not include registration and activity fees. Registration fees are due at the time of enrollment; activity fees are due before the 1st day of school).

Statement of Responsibility

I/We, _____ and _____, have read the above information and agree to comply with the policies of and financial obligations to Providence Christian Academy.

Father/Guardian Signature: _____ Date: _____

Mother/Guardian Signature: _____ Date: _____

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