



Educational Service Agreement

1. All families are required to have a FACTS account for payment of tuition and fees. Tuition is paid over 12 or 11 months and is due on the 5th or 20th of each month. Families may choose to pay ahead. Fees can include items such as books, technology, gym uniforms, graduation, and other similar items.
2. Charges made to the General Family Account in RenWeb are due on the first of each month. These can be paid either online or in person.
3. Families choosing to pay by credit card will have the merchant fees passed on to them through FACTS or RenWeb. Payments made using a bank account will not be assessed additional merchant fees.
4. It is the expectation that payments will be made on time and all accounts (FACTS and RenWeb) will be considered current. Late payments will be assessed a fee of \$40 or 2% of the balance owed. This fee is assessed each month. Students with accounts more than 60 days overdue will be withdrawn from West-Mont Christian Academy. Students may not return until the balance is paid in full. Additionally, West-Mont will charge \$35 or total bank fees, whichever is greater, for any returned checks.
5. Student Lunch Accounts are debit accounts and must be maintained with a positive/credit balance. Students with a balance less than \$0.00 will not be allowed to purchase lunch.
6. (Effective after January 1, 2020) Families will be required to re-enroll their students for the following year. This process occurs online through RenWeb. Families/students not completing this process during the priority re-enrollment dates will not have their seats guaranteed for the following school year. Families/students not completing this process prior to August 15 will be withdrawn from West-Mont Christian Academy.
7. From time to time, situations arise that cause the need to withdraw a student from West-Mont Christian Academy. When this happens, families are required to fill out a withdrawal form and submit it to the office at least two weeks prior to the withdrawal date. Families will be responsible for tuition payments up to the month of withdrawal. If the family has paid ahead, a refund will be issued, minus non-refundable fees and outstanding balances.
8. If a student account is not up to date at the close of the school year or the date of withdrawal, all records for that student will be held until the amount owed is paid. This includes diplomas, transcripts, and report cards. Additionally, students will not be permitted to re-enroll if their account is not up to date.
9. If a student enrolls during the course of the year, tuition is calculated based upon the number of months remaining in the school year. The first month will be prorated based on the actual start date.
10. Parents are required to have adequate hospitalization and insurance coverage for students during school and school-sponsored activities, including interscholastic sports and mission trips.
11. West-Mont Christian Academy works together as a community. As such, we ask all members (parents, students, and staff) to contribute in order to ensure a bright future. Opportunities to contribute include praying for our school, volunteering at various events, giving to our Annual Fund and other fundraisers, and using specific talents to help advance the mission of the school.
12. Existence of all programs is dependent upon the enrollment or funding to adequately sustain them.
13. The parents, school board, and academy staff agree that following the Matthew 18 principles are central to resolving all conflicts. As a result, all parties agree that utilizing these principles to settle any dispute is essential and that using the standards of the school policies (Parent/Student Handbook), the school board will function as the spiritually capable judge for such matters. If disagreement exists between a party and the school board, use of Christian Conciliation Services is agreed to be the sole manner for restorative process.

I (we) confirm that I (we) have read and will support the school in carrying out the guidelines set forth in the Parent/Student Handbook.

I (we) further agree to pay all tuition payments, fees, and other charges as per the WCA Tuition and Fee Schedule using:

Select one: 12 month payment plan 11 month payment plan (July-May) 2 payments (July and Dec)
 Full payment by (Due by July 20)

Parent/Guardian 1 Signature

Parent/Guardian 2 Signature

____/____/____
Date of Signing