



## TULSA HOPE ACADEMY 22-23 FINANCIAL POLICY

### Fees

- New student fee (one-time only): \$250

### Deposit

- A deposit is due at time of enrollment (non-refundable and non-transferable)
- Deposit is applied toward the respective student's tuition invoice.
- Enrollment is only guaranteed after payment of deposit.

### Discounts

Multi-student, alumni and clergy discounts are available based on certain criteria.

Multi-student discounts are determined on the basis of tuition rate (highest to lowest) regardless of enrollment date and are applicable only to individual households. Multi-student discounts are granted to students within the same household and are forfeited upon withdrawal.

### Tuition Payments

There are several payment plan options available to parents. Transaction Fees may apply for debit, credit, and ach processing.

1. **Cash Lump Sum** - no convenience fee
  - Tuition and fees are due **on or before June 1**
2. **Two Payment Option** (60/40) – no convenience fee
3. **Four Payment Option** (40/20/20/20) – no convenience fee (Transaction fees may apply if payment is made through TUIOPay.
4. **Monthly Payment Option** - includes a \$1.50 transaction fee and a credit card processing fee.
  - Twelve (12) monthly equal payments will be drafted automatically through TUIOPay either on the 1<sup>st</sup> or 15<sup>th</sup> of the month as selected by financially responsible party. First draft will be in September.
  - TUIOPay signup will be required at time of enrollment if this payment option is chosen.
  - Ten (10) monthly equal payments will be drafted automatically through TUIOPay either on the 1<sup>st</sup> or 15<sup>th</sup> of the month as selected by the financially responsible party. Drafts will start in September and end in August of the following calendar year.
  - TUIOPay signup will be required at time of enrollment if this payment option is chosen.

TUIOPay is the preferred payment method, however all payment options can be paid by cash, check or online through TUIOPay and payment must be initiated by the parent. No online autodraft payments are applicable to Cash Lump Sum, Two Payment or 4 Payment plans.



Late fees of \$15 per student will be applied each month a payment is past due.

Tuition payments received will be applied in the following order: 1) returned check fees; 2) late payment fees; 3) tuition and fees (oldest invoice first).

Online credit card payments are accepted for enrollment deposits as well as other tuition and fee payments and carry a processing fee paid by the parent. Online ACH payments carry no fee.

A \$25 fee plus applicable processing fees will be charged for payments returned for any reason. After two payments are returned for insufficient funds in a school year, the family will need to meet with the Business Office.

In accordance with OSSAA Rule 9 section 8(e)(4) Tulsa Hope Academy cannot accept payments, including but not limited to tuition, for a student-athlete from a source outside the student's immediate family.

**Payment options must be finalized during the enrollment process. If subsequent changes need to be made, please fill out the Payment Plan Change Form on the Parent Portal.**

For all fees/other charges, the balance is due no later than **5 days after the invoice date.**

Late fees of

\$15 per student will be assessed.

### **Financial Standing**

**Transcripts, class schedules and other academic records, may only be released for all accounts in good standing with the Business Office and after all school-owned items are returned.**

The family account must be in good financial standing and all admissions requirements met in order for enrollment to be accepted for any member of the family.

Accounts are considered delinquent if a balance is outstanding more than 60 days with no associated payment arrangement. All payment arrangements outside of the enrollment contract must be written, signed by financially responsible party and approved by the Business Office.

### **Enrolling After School Starts**

Tuition and multi-student discounts will be prorated based on the quarters for which a grade will be rendered.



### **Subsequent Change to Grade Enrolled**

Any requests to change the grade level enrolled subsequent to submission of the online enrollment contract need to be made in writing and must be approved by the respective principal. Parent/legal guardian and/or financially responsible party will be responsible for all tuition and fees for the new grade.

### **Students Withdrawing**

Tulsa Hope Academy's refund policy is to protect the school from unanticipated financial loss and to ensure accurate financial projections. THA relies on commitments of enrollment when establishing the operating budget for the school. An executed and signed enrollment agreement constitutes a financial contract between the parent/legal guardian and Hope.

Withdrawal forms are available from the Registrar Office. VERBAL NOTIFICATION TO ANY STAFF MEMBER DOES NOT CONSTITUTE A WITHDRAWAL WITHOUT AN ACCOMPANYING WRITTEN NOTIFICATION.

Grades, testing results, or transcripts of the student withdrawing will not be released to the family or any other source until the account is paid in full, including all outstanding fees for the year and textbooks and school-owned equipment returned.

Forfeited tuition is liquidated damages for services contractually agreed upon. Refunds or any balance due will be based on the following withdrawal date deadlines:

- **July 1** – if withdraw after this date, financially responsible for 1<sup>st</sup> quarter tuition and all fees
- **September 15** – if withdraw after this date, financially responsible for 1<sup>st</sup> semester tuition and all fees
- **December 1** - if withdraw after this date, financially responsible for 1<sup>st</sup> semester and 3<sup>rd</sup> quarter tuition and all fees
- **February 15** – if withdraw after this date, financially responsible for full year tuition and all fees

If you need more information or assistance on the tuition assistance program, please contact Debra at 918-398-8192 or email [accounting@tulahope.org](mailto:accounting@tulahope.org). We look forward to partnering with you for your student's education at Tulsa Hope Academy.

*Tulsa Hope Academy does not discriminate based on race, color, national origin, or disability in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school-administered programs*