

# SPRING VALLEY ACADEMY FINANCIAL INFORMATION

It is the goal of Spring Valley Academy to operate the total education program as efficiently and economically as possible so that students may receive a quality Christian education at the lowest possible cost. The annual tuition and fees are established by the Spring Valley Academy Board of Trustees. Because of the uncertainties of business and monetary values, the Board of Trustees reserves the right to revise any published tuition or fee rates without notice. The current year's tuition rates and fees are outlined in the tuition and fees schedule, available in the school office.

## **Application and Registration Fee**

**Current Students:** Re-registration applications are to be submitted with the applicable re-registration fee. See 'Other Fees Schedule' for the new school year.

Students currently enrolled who do not re-register by the deadline will be assessed a \$100 late registration fee. To enroll for the next school year all accounts must be paid in full. This is in accordance with the Spring Valley Academy Board of Trustees policy that states 'each student must begin the new school year with a zero balance'.

**New Students:** Applications for K-12 new students are to be submitted with the applicable registration fee and tuition deposit. See 'Other Fees Schedule' for new school year.

**International students:** Applications for new students are to be submitted with the applicable registration fee that is published annually on the 'Other Fees Schedule'. The registration fee includes the cost of processing an I-20 visa.

Application fees are non-refundable. Tuition deposits are non-refundable, unless the student moves more than 30 miles from the school or is asked to attend elsewhere. Tuition deposit is applied towards the first month's tuition.

## **Tuition**

The yearly tuition is divided into 10 equal installments, August through May. Monthly statements will be emailed on the first business day of each month. Tuition is due on the tenth (10<sup>th</sup>) day of the month. The first month's tuition is due on August 10. Tuition is considered late if payment is not received by the fifteenth (15<sup>th</sup>) day of the month for which it is billed.

Students whose families are members of one of the four constituent Seventh-day Adventist churches - (Beavercreek, Centerville, Kettering, and Miamisburg or are employees of the constituent Organization Kettering Health Network) - that pay a monthly subsidy to SVA for operation, will be billed at the Constituent rate which is the lowest tuition rate. Additionally, students who are members of a Seventh-day Adventist church within the Ohio Conference, will be billed at the Non -Constituent since the Ohio Conference provides a monthly subsidy for operations.

## **Refunds**

The school reserves the right to withhold refund payment of any student's account with a credit balance for a period of one month after he/she leaves school. This ensures that all charges have been recorded on the account. Any credit balance that the school is unable to refund due to the lack of an accurate address will be considered a donation to the Worthy Student Fund.

## **Financial Clearance**

Each student must be financially cleared in order to be registered as enrolled on the first day of school. A student who is not officially enrolled will not be permitted to attend classes. An enrolled status is approved by the Registrar.

## **Payments**

Payments for Tuition and Fees can be made through the following methods:

- Online Payment using the 'Payment button' on the SVA website
- At the Front Office by checks, cash, credit or debit cards.
- By mail, send check or money order to the attention of the Business Office.

All checks are to be made payable to Spring Valley Academy. Second-party checks are not accepted.

A service charge of \$25 is assessed on each check returned due to insufficient funds or stop payment. Any check returned a second time for insufficient funds must be replaced with cash, cashier's check or money order for the remainder of the school year.

Arrangements may be made to have tuition and fees automatically charged to a credit card or debit credit card on the tenth of each month by completing an authorization form available for download on our website. The completed form must be submitted to the Business Office by August 1.

Special 12-month contracts may be available under extraordinary circumstances. Payments would be made July – June.

Student Tuition Account payments are due in full on the tenth of each month. If payment is not received by the fifteenth (15<sup>th</sup>) a \$25 late fee will be assessed on the next business day. A 1% carrying charge will be assessed if a balance still exists at the end of the month.

School records, transcripts and diplomas are held for 10 business days after final payments are made with a personal check.

**Foreign Students:** Students from outside the United States who wish to attend SVA must provide year-in-advance payment in United States currency.

## **Payment Discounts**

Semester: A 2% discount will be given to those who opt to pay the semester in advance. Payments are due by August 10 and January 10. Refer to general tuition and fees chart.

Annual: A 2.5% discount will be given to those who opt to pay the year in advance. Payments are due by August 10. Refer to general tuition and fees chart.

## **Family Discounts**

A family discount on tuition is applied to each student account within the same family.

- Three children receive 5%
- Four or more children receive 10%

## **Transportation Discounts**

A transportation discount of 15% on tuition will be given to families who live in excess of a one way 30-mile driving distance from SVA. A family **is not eligible** for this discount if there is free bus transportation from a public school system or if they receive a transportation rebate from their public school district. An application must be completed annually and returned to the Business Office before discounts can be applied.

### **Bring-A-Buddy Coupon**

Families who recruit new students to SVA and the family of the new student are eligible to receive a \$125 tuition credit for each new student. A Bring-A-Buddy coupon is available to the new student in the application packet.

Applicable conditions:

- One Bring-A-Buddy coupon may be redeemed per new student.
- A current student is one who attended at least the second semester of the previous school year.
- A new student is one who did not attend during the previous school year. He/she may be a family member.
- Coupons must be redeemed by the new student at the time of submitting an application and signed by the parent of the new student.
- Accounts of each eligible student will be credited on the February statements.
- Both new and current students must still be enrolled as of the February statement date.
- Coupons must be returned to the school office with the completed application.
- New students must enter SVA and redeem coupon no later than October 1.

### **Other Costs & Fees**

**Acceleration Fee:** A fee may be assessed for students who enter the Accelerated Graduate Program. Please see Accelerated Graduates.

**Aftercare Fee:** To maintain adequate supervision, and for the convenience of parent(s)/guardian(s), the school operates an after-school-care program for all students in Kindergarten through Grade 5. Fifteen minutes after the close of school, all students in these Grades must be in the After-School-Care program unless they are under the specific supervision of another staff member.

There are three payment options: 1. Annual contracts signed by Parents at the beginning of each school year and billed monthly to the student statement. 2. Prepaid Flex Plan which is designed for parents who use Aftercare but not daily. 3. Hourly rate, charges to parents who do not have a contract or Prepaid Flex Card. The Aftercare fee schedule and contract are available on our website.

Parent(s)/guardian(s) of students who do not cooperate with the after-school-care program supervisor will be asked to make other after-school arrangements.

**Athletic Fees:** Athletic fees vary for each sport; the fee schedule is available on our website under Tuition Fees.

**Bus Transportation Fee:** SVA operates limited p.m. bus service through West Carrollton and Miamisburg school districts, for a small fee. For more details, please go to the Transportation Tab on our website.

**Class Dues:** Students in Grades Eighth (8<sup>th</sup>) through Twelfth (12<sup>th</sup>) are charged class dues once for semester, each year. The dues are for class activities and class trips. Please check the Other Fees Schedule on our website under Financial Information for the dues for each Grade.

**Food Service:** Students purchasing food may do so in two ways:

- Set up a lunch account at the beginning of the school year by depositing a minimum \$50 in order to charge meals at the Cafeteria. The lunch account of each student can be monitored online by parents once they set up their online profile. Instructions on how to set up the profile will be given to all new students on the first day of school or parents can email the Cafeteria Cashier at [Svacashier@springvalleyacademy.org](mailto:Svacashier@springvalleyacademy.org).
- Pay cash for each meal purchase.

Low Balance email will be sent to parents at least twice a week. Parents can also set up their own low balance alerts.

The cafeteria does not allow charging to an account that is over the SVA Board voted credit limit allowed.

**Graduation Fee:** Graduating seniors and eighth-grade students are assessed a graduation fee that covers some of the expenses associated with graduation, such as diplomas, cap, gown, and pictures. This fee is assessed in April. Refer to general tuition and fee schedule.

**Gym Lockers:** Locks for gym lockers may be rented through the school office. The cost is \$5 and is refundable when the lock is returned. Please check with the front desk.

**Gymnastics Team:** There will be an additional fee for students accepted as members of the SVA Gymnastics Team.

**Late Registration Fee:** All returning students must submit a renewal application by the posted deadline for the upcoming school year to avoid being assessed a \$100 late registration fee.

**Library Materials:** Students will be assessed replacement costs for lost or damaged library materials. If lost library materials are found, they must be returned to the Business Office by September 1 in order for a refund to be given.

**Music Lessons:** Private music lessons in piano and brass, woodwind and string instruments are available at SVA. Fees for piano are paid directly to the piano teacher. Band instrument lessons are charged to the student account.

**Parking Registration:** All vehicles parked for the day without being registered and displaying parking tags are liable to be towed at the expense of the owners/drivers.

**Property Damage Fee:** Should a student damage school property and/or equipment, a property damage fee may be assessed. The amount charged will depend upon circumstances surrounding the damage and the cost of repair or replacement.

**Textbook Replacement Fee:** Most textbooks at SVA are provided at no rental expense to parent(s)/guardian(s) via the Auxiliary Services Program of the State of Ohio. However, should a student lose or damage a textbook beyond normal wear and tear, the replacement cost will be charged. If a lost textbook is found, it must be returned to the Business Office by September 1 following the billing date in order for a refund to be given.

**Trip Fees:** A monthly field trip fee is charged each month to the tuition and fees billing account for E5 to Grade 8 for regular field trip that is part of the curricula. See the 'Other Fees schedule' for fee breakdown by Grades. Other optional Trips fees vary by trip. The Sponsors of these trips are responsible for sending information to parents by email or letters.

### **Late Admittance & Withdrawal**

A Student enrolling or withdrawing will be charged on a prorated basis for actual days in attendance. To secure a tuition refund when a student withdraws from school, the parent(s)/guardian(s) should notify the registrar of the withdrawal in writing. Refunds are not retroactive or allowed for ordinary or weather-related absences. No refunds are granted during vacation periods since these days are not included in the actual number of school days. Students who register for school but do not actually enter, at a family's choosing, forfeit their tuition deposit. However, if a student is not accepted or the family moves out of the area, the tuition deposit is refundable. Registration fees are non-refundable.

### **Overnight Trip Policy**

Financial clearance must be obtained 1 week prior to the overnight trip to meet eligibility. Please refer to our trip policy. Student accounts must be paid in full to receive financial clearance.

### **Student Financial Assistance**

Need based tuition assistance is available through the SVA Worthy Student Fund, your local Seventh-day Adventist Church Worthy Student Fund, Kettering Health Network Employee Worthy Student Fund, and the Mae Peroni Scholarship Fund.

The application process is the same for all funds. Families requesting financial assistance are required to complete an on-line FACTS Grant & Aid application. You are encouraged to complete the FACTS application as soon as you have completed your previous year's income tax return or by April 30. Please refer to the Apply for Financial Assistance Instructions on our website for specific procedures.

If you are requesting Financial Assistance from your church there may be an additional application form you will need to fill out with your church. Check your church Office to see if this is applicable for your church.

It is the responsibility of each family to make all necessary arrangements for tuition assistance through the Business Office prior to registration.

### **Exam Permits**

All students Grades 7-12 must receive financial clearance one week before semester exams to receive an exam permit. Students with unpaid accounts, including athletic fees, class dues, library fines, music uniforms, project fees or other fees/fines, will not be permitted to take semester exams or receive a report card or transcripts.

A student unable to take his/her semester exams due to not having financial clearance will observe the following procedures:

- The student is not to be in attendance on semester exam days and will receive excused absences.
- Teachers will give the student a zero (0) as an exam grade.
- Semester exams will be held by the teacher for a period up to nine weeks.
- Student accounts must be brought to a current status in order for the student to receive an exam permit to take the exam within the nine week period.
- The grade will be adjusted if the student is able to take the exam within the nine week period.

### **Grades**

Fourth-quarter/semester or exit grades will not be released until the account with the school is paid.

### **Final Transcripts**

A diploma, final grades or transcript will not be issued to graduating seniors until the account with the school is paid in full.

### **Delinquent Accounts**

SVA is committed to providing Christian education for all the young people in the Seventh-day Adventist churches served by the school. However, in the event that an account is not paid by the 10th, the family should contact the Business Office to work out an acceptable financial plan. Families with special financial plans must meet the obligations of these plans if their student(s) are to remain in school.

If an account is not paid in full at the end of the month, the family will be notified that their past-due account will necessitate a temporary withdrawal from school. If payment is not made by 30 days past due or the 10<sup>th</sup> of the following month the family will be asked to temporarily withdraw their child (ren) until the account becomes current.

Accounts that are not paid or in which monthly payments are not received will be turned over to an agency for collection.

#### Carrying Charges:

SVA does not extend credit on student accounts, therefore payment in full each month is required. If a balance exists at the end of a month, the following carrying charges will be assessed:

Current Students: 1% (12% per annum).

Former Students: Students leaving either during or after the school year are charged 1.5% (18% per annum). The first billing begins 30 days after the time the student leaves school.

#### **Student Accident Insurance**

*Excess-only* insurance coverage is provided for each student enrolled. Claims must be filed with a family's primary insurance or coverage plan first, as the school plan provides secondary coverage only. A student accident report must be filed when the accident occurs in order to receive secondary coverage.

#### **Student Work Program**

An Opportunity is provided for students to pay towards their school expenses through employment at SVA. Students working at SVA earn state minimum wage.

For a student to be employed at SVA, he/she must:

- Be at least 14 years of age.
- Complete a work application.
- Complete an I-9 form with appropriate documentation showing eligibility to work
- Complete and sign a minor work permit (if under the age of 18)
- Complete Federal W-4 form, Ohio State Withholding Certificate and a Direct Deposit form.

Students under the age of 16 can only work after school for a maximum of three (3) hours. Students over 16 can working during the school day when they have Study Hall, and after school.

If a student worker has an outstanding past-due account or receives student assistance, we would encourage them to utilize their school work earnings to pay the student account. However students can opt to receive their full pay by direct deposit.