

Power and Grace Preparatory Academy 10 Month Tuition Contract

Student Name: _____ Grade Level: _____

2023-2024 Academic Year

As the parent/guardian of a Power and Grace Preparatory Academy student, I acknowledge and agree that I have full authority to enter this Contract of Enrollment with Power and Grace Preparatory Academy. In consideration of Power and Grace Preparatory Academy accepting my child for enrollment and other good and valuable consideration, I agree to abide by the terms and conditions of the Contract of Enrollment as set forth herein. I further agree to abide by all rules and regulations of Power and Grace Preparatory Academy. I acknowledge that by signing this tuition agreement/contract that I will pay the tuition rate based on the monthly or bi-monthly payment schedule agreed upon during signature. All payments are made electronically through the www.myProcare.com accounting system. I further acknowledge that I understand that this contract is for 10 months (August – May). I acknowledge that if a family has two or more students tuition payments can be spread out from (Aug-July). **I acknowledge that this contract is binding for one school year (10 months) regardless of any need for disenrollment, including but not limited to any natural disaster or health pandemic. (In the case of such disaster or pandemic, etc. online learning will be offered and tuition will be mandatory)** Disenrollment for **active duty military families** must be presented with transfer orders (DD214) 30 days in advance of disenrollment. Active duty that have followed this process will be allowed to prorate the school year tuition payment by paying two months additional from date of disenrollment. (Example: Disenrollment November the tuition would be paid until January) I acknowledge and agree that I shall be financially responsible for the payment of tuition, book fees, before and after school care, school lunches and all other school-related fees associated with my child. I agree that should I default in the payment of any fees due Power And Grace Preparatory Academy, I shall be responsible for any and all expenses incurred by Power And Grace Preparatory Academy associated with enforcing this Contract of Enrollment, including but not limited to court costs, discretionary costs, reasonable attorney fees and the remainder of the years tuition from date of student dis-enrollment. Tuition is due on the 1st of each month or (the 1st and 15th of the month for families with two or more children enrolled. Families defaulting on the agreed upon payment schedule will have 5 business days to make the account current before the student is dis-enrolled. An additional five (5) days while the student is dis-enrolled will be given before that student's slot is given to the next available student on the waiting list.

I will pay my tuition Annually \$ _____ I will pay tuition Semi- Annually \$ _____ (Initial ____)

I will pay my tuition Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ (Initial ____)

I will pay lunch fees Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ Semi Annually \$ _____ Annually \$ _____

I will pay Before- care Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ Semi Annually \$ _____ Annually \$ _____

I will pay After care Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ Semi Annually \$ _____ Annually \$ _____

My Total Tuition and Fees Monthly \$ _____ Bi-Monthly Tuition & Fee Total (1st & 15th) \$ _____

My total tuition and Fees Semi-Annually \$ _____ My total tuition and fees annually \$ _____



Print Legal Name of Parent/Guardian (**Payee**) _____

Signature of Parent/Guardian (Payee) _____

DOB: ___/___/___ SSN# _____ Date: _____ Copy of Drivers Licenses attached

If there are any changes to this signed tuition payment plan by the payee prior to tuition payment dates the administration office must be notified in writing of that change in order to not incur late fees.

Non-Sufficient Funds (ACH) Credit Card Policy:

Any individual from whom a ACH/Credit Card/Check is used to pay Power and Grace for an item or a service, and such payment method is not honored by the appropriate bank, shall be assessed a service charge in an amount not less than the amount charged to Power and Grace by the bank. A charge of \$35.00 will be assessed for any NSF ACH/Credit Card Decline not honored by the appropriate bank that entails any action by Power and Grace Staff to collect. Actions are defined as a phone call, a letter, or filing with the Montgomery County Court system. Once Power and Grace has been notified regarding a NSF ACH/Credit Card Decline you will be notified and will have five (5) business days to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within five (5) business days, the payment schedule is not adhered to or the monies do not appear to be collectible, the Power and Grace shall take appropriate action to recover the fee, and any contractual tuition due for the remainder of the year. The individual making payment for a single NSF shall present either cash or a money order for the appropriate check plus a \$35.00 service charge. The family will be notified within two (2) business days of receiving the notice from the Procure. Power and Grace administrative office will note the record and attempt to notify the individual. Once Power and Grace either calls or sends an email to the individual, the start of the 5 days to make proper payment begins its process.

I have read and understand the NSF Policy as set by Power and Grace.

Print Parent/Guardian (Payee)

Signature of Parent/Guardian (Payee)

Date

Student Name (Print)



Financial Commitment

We are supported completely by tuition, donations, and voluntary contributions. **All fees delineated on this financial commitment page must be paid prior to the first day of school.**

<u>Fee Description</u>	<u>Yearly Fee Amount</u>	<u>Who pays the fee?</u>
		Fees are None Refundable
Application Fee (non-refundable) Submitted with application. (Tour, student testing are covered with this fee)	\$175 Payable by cash, check only	Newly Enrolling Students
S.T.E.A.M (Lab Jackets & Supplies) Technology Fee (computer purchase/maintenance and software) Art Supplies, Physical Education Equipment	\$200 Payable by Procure only	All Students Pre-kindergarten-7th grades
Testing Brigance / PGPA Testing/ Stanford 10	\$175 Payable by Procure only	All Students Pre-kindergarten-7th grades

Yearly Book Fee Pre-kindergarten- 7th Grades (Disposable books purchased will be returned at the close of the school year when all accounts are cleared and/or current) Fees are payable through Procure only.

Pre-Kindergarten 3 year olds	\$150	Fees are due no later than May 15th
Pre- Kindergarten 4 year olds	\$250	Fees are due no later than May 15th
Kindergarten – 1 st Grade	\$325	Fees are due no later than May 15th



2 nd Grade – 3 rd Grade	\$400	Fees are due no later than May 15th
4 th Grade – 5 th Grade	\$425	Fees are due no later than May 15th
6 th Grade- 7 th grade	\$450	Fees are due no later than May 15th

Tuition Pre-kindergarten – 7th Grade (Active Military Discount 2.5%)

Pre-k 3 years	\$6,600.00 Year \$3,300.00 Bi-Annual \$660.00 monthly (\$165 weekly)	\$6,435.00 Military 2.5% 43,217.50 Bi-Annual \$643.50 Monthly(\$160.88)
Pre-k 4 years	\$6,900.00 Year \$3,450.00 Bi-Annual \$690.00 monthly(\$172.50 weekly)	\$6727.50 Military 2.5% \$3,363.75 Bi-Annual \$673.00 Monthly(\$168.19)
Kindergarten	\$6,750.00 Year \$3,375.00 Bi-Annually \$675.00 Monthly	\$6,581.25 Military 2.5% \$3,290.63 Bi-Annually \$658.00 Monthly
1 st Grade – 4 th Grade	\$6,850.00 Year \$3,425.00 Bi-Annually \$685.00 Monthly	\$6678.75 Military 2.5% \$3,339.38 Bi-Annually \$668.00 Monthly
5 th – 7 th Grades	\$6,950 Year \$3,475 Bi-Annually \$695.00 Monthly	\$6,776.25 Military 2.5% \$3,388.15 Bi-Annually \$678.00 Monthly

PGPA Discounts (No family can receive more than 5% Discount)

Active Duty Military Only	2.5%
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Second Child Discount (Applied to the lower of the tuition amounts)	2.5%
Third Child Discount	5%

Families with two or more students do have the option of paying tuition over a 12-month payment plan.

Monthly Tuition Payment Plan: Tuition is due on the 1st business day of the month. This fulfills your contractual obligation. The school contract length is 10 months. **Tuition is due each of the ten (10) contractual months regardless of holidays, inclement weather, natural disaster or pandemic.** The contract length fulfills state law of holding school in session for a minimum of 180 days. Please see below payment schedule for August through May.

Tuition Dates Paying on the 1st of each Month I will pay monthly _____ (Initial) When the 1st of the month falls on a weekend funds will be pulled on the business day prior.	Tuition Dates of payment on the 1st and the 15th (Available for families with two or more students attending PGPA only) I will pay Bi-Monthly _____ (Initial) When the 1st & 15th of the month falls on a weekend funds will be pulled on the business day prior.
August 1, 2023 September 1, 2023 October 2, 2023 November 1, 2023 December 1, 2023 January 1, 2024 February 1, 2024 March 1, 2024 April 1, 2024 May 1, 2024	August 1 & 15 September 1 & 15 October 2 & 16 November 1 & 15 December 1 & 15 January 2 & 16 February 1 & 15 March 1 & 15 April 1 & 15 May 1 & 15

Before Care/After Care (\$25 Drop-in Fee) Fees must be paid prior to rendering service.

Before Care & Breakfast	\$90 bi-weekly/ \$180 mo. 6:00 a.m. – 8:00 a.m.	Yes _____ initial _____
		No _____ initial _____



After Care	\$90 bi-weekly/\$180 mo. 3:00 p.m.-6:00 p.m.	Yes: _____ Initial: _____
Snack & Homework Tutoring		No: _____ Initial: _____

(PGPA is a Nut Free Facility) Fees must be paid bi-weekly or Monthly through Procare. No daily fees will be accepted. Monthly Menus will be posted.

Catered Lunch Program (Students can bring sack lunches that do not require preparation. Please do not send red punches or candy in student's lunch)

Lunch Entre, cookie, milk or water, fruit	Lunch Monthly \$175	Lunch Bi-Weekly \$87.50	Annually \$1,575.00 (9 months) Bi-Annually \$787.50
Pizza Friday	\$43.75		\$393.75 (9 months)

Acceptable Forms of Payment Tuition, Fees, Before/ After Care, Breakfast & Lunch

myProcare.com (ACH/Debit/Credit Card) Please see the Procare attached form for more details. In the event you need to change your banking or credit card information there is a form to fill out and turn into PGPA 5 days prior to the next billing cycle. There is a **\$20.00** administrative fee to change payment methods within Procare.

ACH accounts are assessed \$1.00 per transaction. Debit cards- \$0.95 x amount. Visa/MasterCard charges 2.75% x amount.

We must have one of these forms of payment on file before the start of school.

Procare System needed information:

Cell Phone: _____ Cell Phone Carrier: _____

Primary Payee: email: _____



Student Uniforms

Power and Grace Preparatory Academy Uses French Toast for our official uniform. All students are expected to wear the official Power and Grace Preparatory Academy school uniform. School Uniforms can be purchased through French Toast: (www.FrenchToast.com) School Code: QS5TMZS /1-800-373-6248 **When you order your students uniform on line please enter the school name, Power and Grace Preparatory Academy and your child's grade level, boy or girl. By entering this information you will access the official school uniform and specified colors of uniform wear.** Please allow 2-3 weeks for monogramed shirts, jumpers or sweaters or jackets.

The official school colors are khaki and light blue. Uniforms can be purchased on Amazon from French Toast for additional savings. The dress code must always be adhered to. Students not in uniform will be given three (3) warnings before being asked to leave until dress code is met. Hair must be neatly groomed. Boys' hair must be neat, clean, and cut at all times. **Boys' hair length must not exceed their shirt collar.** **Boys at Power and grace are not permitted to wear ponytails or man buns to school or to any other Power and Grace Programs to include graduation, field day or Christmas programs.** Girls or boys are not permitted to wear their hair in a Mohawk cut/combed style. Girl's hair must be clean and well managed. **Please no nail polish for girls or boys.**

Boys and girls are asked to wear black or brown shoes. No student should wear sandals or shorts to school. Girls can wear shorts under their dress as long as it does not exceed the hem of their skirt. It is suggested that girls wear closed toe shoes with a strap across the top of the foot. **For Kindergarten through 7th grade students, tennis shoes can be brought in for recess time.** Boys are asked to wear ties specifically on Wednesday but can wear them daily if desired. Girls cross ties should be worn daily. The color of the tie is navy blue. Boys should wear black socks/black belt or brown belt and girls should wear white tights/navy tights or white socks/navy socks. **Girls only are allowed to wear small earrings that do not hang below the earlobe.** Boys and girls are permitted to wear a watch all other jewelry is not within school regulation. **Please monitor the size and condition of your child's uniform throughout the school year. Students grow so quickly and wearing something a little too snug is uncomfortable. Please be aware of stained or torn clothing**



for repair/replacement as well. **Please write your child's name in all garments.** The principal does reserve the right to add or change uniform rules at Power and Grace Preparatory Academy at any time during the school year that are not included in this document.

Sweaters, Vest, and Blazers are available for all students at French Toast as well.

Supply List/ Rest Mat Pre-kindergarten Students Only

Please see the attached supply list for grades Pre-K through 7th Grade. Supply list can also be accessed through our website: www.powerandgraceacademy.org The cost for the Pre-kindergarten mat is \$35.00. Mats can be group ordered through the school no later June 15. **The pre-k students will need two regular sized towels.** No beach towels/blankets/sheets. This is a TN Department of Education requirement we must follow. Additional CDC cleaning supplies such as masks for students, Clorox Wipes, gloves and hand sanitizer will likely be added to our supply list.



Fundraising Commitment

As is the nature of any privately funded educational institution, all of the money needed to provide a quality program cannot come from tuition alone. Various financial programs are needed to aid the school in different and distinctive ways.

At Power and Grace Preparatory Academy there will be fundraisers that we will specifically need your volunteer time and financial support for, in order to reach the annual fundraising goal. Throughout the school year there will be four planned fundraisers. I respectfully ask that for these events parents invest beyond their tuition in the school by purchasing tickets for themselves and making every effort to sell tickets

that are assigned, solicit donations and support fundraising efforts. PGPA students are not required to pay for their entry into any PGPA fundraising event. PGPA students are asked to participate in all school programs and fundraising events. We want all supporters that donate to our academy to see the students they are supporting at all events. All administration, faculty, staff and school board members participate in all fundraising programs. This is a team effort and we appreciate your support!

Our fundraising events for this school year are as follows: Thank You in advance for your support of PGPA! Team work makes the dream work!

August	PGPA Merchandise (T-Shirts, Car Magnets, Pencils, etc.)
September	Walk-A-Thon
October	Popcorn Sale
February	Online Art Auction
April	The Big Payback Online Fundraiser

Our Pledge to You...

Our pledge to you, for investing and entrusting the education of your child with us at Power and Grace, is embodied in our mission statement...



Mission Statement: Our mission is for each of our students to grow intellectually and maximize the attributes of power and Grace through the intentional, high expectation of educational instruction, leadership development and Christian doctrine.

If students are in our classrooms physically, or online this is our pledge for each family that is enrolled at PGPA! We are honored to serve your family! To be proactive we are asking that each student set up a Gmail account and password, have access to Wi-Fi and a laptop or tablet with a camera that has capabilities to be connected to Zoom and Google Classrooms.

Student Gmail Address: _____ Password _____

I understand and have read all information included in this contract as to when tuition is due and that I am responsible to ensure payment is received. By signing I have agreed to all of the financial information mentioned in this contract.

Signature of Parent/Guardian (**Payee**)

Date

Student Name

Grade Level

