



K-8 Financial Information & Policies

GENERAL INFORMATION

ENROLLMENT

Current families must submit the Continuous Enrollment form and pay the registration fee by January 31 through FACTS to secure a spot for their time at VRA. New families have two weeks from the date of acceptance email to pay the registration fee to hold a spot in the class. Students starting January or later will be charged a \$250 registration fee. Each school year current and new families will need to submit enrollment packets along with their registration fee to enroll their students.

EARLY WITHDRAWAL

Families who withdraw during the school year must pay all their student's outstanding accounts, including full tuition for the quarter they are in attendance, and receive clearance from the finance office on their withdrawal forms.

FACTS

Enrollment, tuition arrangements, analysis of financial need, and grade reporting at Vista Ridge Academy are handled through the Tuition Management, Financial Aid Assessment, and School Administration software system administered by FACTS, a Nelnet company. You can find more information about FACTS at <https://factsmgmt.com>.

All families are required to have an account through FACTS. Tuition payments should be made through FACTS, either by setting up automatic payments or by logging on and making a payment. If you choose to pay your tuition via check or cash, you still need to have a FACTS account as this is the tuition management system in use by Vista Ridge Academy and how you will receive your monthly statements. Check and cash payments may not be reflected in FACTS for up to a week after payment is received in the office. If you have any questions, please contact the finance office.

LAPTOP POLICY

All first through eighth grade students are issued a laptop for their educational use while at school. Students are expected to follow the specific guidelines listed in the Technology and Acceptable Use Policy and take any additional common-sense precautions to protect the assigned laptop. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to their care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

HOT LUNCH POLICY

The school may have optional hot lunch available for purchase. Hot lunch billing takes place at the end of each month. Families are responsible for paying their hot lunch fees in a timely manner or the school may be unable to serve hot lunch to those students who are more than 30 days past due. The school may also require families to pre-pay for all lunches if they are habitually late in making the payments. It is not the intent of the Administration to allow any child to be unable to have hot lunch, but to emphasize to parents the need for them to contact the school's business office to make arrangements when they cannot make their fees payments on time above actions will take place. Please review VRA's [Tuition Collection Policy](#) for further information.



TUITION, REGISTRATION, AND FEES

REGISTRATION AND ADDITIONAL FEES

The registration fee is **non-refundable** and covers, but is not limited to, student accident insurance, technology (including the 1:1 Laptop Program), Music Program, FACTS SIS, yearbook, most school supplies, EdVentures (field trips), textbooks, and Maker Space/Robotics.

No refunds of the registration fee will be given except for:

- Moving/relocation of 50+ miles away from Vista Ridge Academy.
- The family has a completed and verified application for tuition assistance on file by the deadline and has determined that the amount is not sufficient.
- Educational needs for the student can no longer be met at VRA as determined by Administration.
- Withdrawal at the request of VRA.
- Family status change supported by court documents.
- Military service orders supported by documentation.
- Vista Ridge Academy is unable to provide an in-person learning scenario at the beginning of the school year. The family must submit their decision in writing no later than August 1 to qualify for the refund.

For the above reasons only, the registration fee will be refunded prior to starting classes, minus a \$50 administrative fee once the family has contacted the business office in writing.

TUITION BILLING

Tuition can be paid 1) in full (due August 1), 2) in two payments (due August 1 and January 1), or 3) in 10 monthly payments. All credit card payments will be charged a service fee, directly through the school or via FACTS.

Tuition divided into ten (10) installments is **billed July through May, leaving January a tuition-free month** when registration fees are due for the upcoming school year. A monthly statement will be emailed to the responsible party through FACTS. Parents may access their tuition and fees account through FACTS at any time and pay tuition or set up auto-pay.

Please see the [Tuition and Fees Schedule](#) for tuition rates and more information.

Tuition is due by the first of each month. A **late fee of \$30** per month per family may be charged if payment is not received by the due date. A **\$30 NSF fee** will be charged for all payments returned to the school for non-sufficient funds.

DELINQUENT ACCOUNTS

Parents who enroll students in VRA have entered into a contractual agreement with the school, which includes the provision that if the monthly tuition and fees balance and/or financial aid agreement is not kept current, a series of escalating consequences may be invoked. **Payments received will be applied to the oldest balance first** – past balances must be paid in full before payments can be applied towards current or next year Registration fees. It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need for them to contact the school's business office to make arrangements when they cannot make their tuition and fees payments on time. Please review VRA's [Tuition Collection Policy](#) for further information.



TUITION ASSISTANCE

Limited financial assistance is available each year directly from Vista Ridge Academy, which is based on established need. Both a completed financial aid application form and a copy of the previous year's Federal Tax Return (Form 1040) must be submitted before any consideration will be given for this financial aid. The application process is handled online through FACTS (<https://online.factsmtg.com/signin/4|CP2>). Each completed application is reviewed to determine eligibility, and a recommendation is sent to the Finance Committee of Vista Ridge Academy, which makes the final decision as to tuition assistance. The financial aid deadline is April 30.

There also may be additional assistance available through other sources, described below.

ACE Scholarship: Families must qualify for the Federal Free and Reduced Lunch Program to qualify for this scholarship. Applications must be filled out online and completed by April 15.

Church Tuition Assistance: Some churches provide tuition assistance to eligible members. Please contact your church pastor for further information.

Partnering for Eternity (PFE): Vista Ridge Academy is able to offer the PFE program for a maximum of 14 students in grades K-8. Participating students are eligible to receive **up to \$120** per month credit towards tuition.

Vista Ridge Academy reserves the right to revise/update/change these policies at any time.

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