



## Financial Information and Policies

### GENERAL INFORMATION

#### PARENT COMMITMENT

All Vista Ridge Academy families are requested to commit to 20 volunteer hours per year. If your family cannot commit to volunteer service, a \$200 charitable gift to VRA in lieu of volunteer service will be accepted. Monetary donations are receipted and tax deductible. VRA is a 501 (c)3.

#### REGISTRATION

For current families, in order to hold your spot at VRA, the registration fee must be paid by January 31<sup>st</sup> through FACTS.

For new families, you will have two weeks from the date on your acceptance email/letter to pay the registration fee in order to hold your child's position in the class.

#### EARLY WITHDRAWAL

Families who withdraw during the school year must pay all of 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

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://factsmgt.com>.

**All families are required to have an account through FACTS.** 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. If you have any questions, please contact the finance office.

#### 1:1 POLICY

All students in grades 7-8 will be provided with a school-owned laptop for their use during the school year. Students/Families will be responsible for a lost or stolen laptop. **\$400** will be charged to the student's account if the laptop is lost or stolen. Repeated or excessive damage of a laptop due to negligence will result in a repair fee of **\$50-\$300** to be paid by the family. If the charger is lost or not returned, there will be a **\$30** charge.

#### SUZUKI POLICY

All students in grades Pre-School to 4<sup>th</sup> will be provided with a Suzuki violin for their use during the school year. The cost for the Suzuki Strings program is included in the registration fee. You are responsible for keeping the instrument in good condition. There is a free exchange for increased size and normal wear for repairs, however if the instrument is lost, stolen or damaged beyond repair, you will be financially responsible for replacing the instrument within 30 days. A replacement will be charged on the student's account in the amount of \$250. Please see our *Suzuki Strings Instrument Rental Agreement* for more 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 Program), Suzuki Program, FACTS, yearbook, School supplies, EdVentures (field trips), textbooks, Real World Learning, and music. For students registering in January or later, the fee will be pro-rated.

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.

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 finance office in writing.

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

### TUITION BILLING

Tuition is divided into ten (10) installments and **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 set up auto pay.

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

A **late fee of \$30** per month per family will be charged if payment is not received by the due date. A **\$30 NSF fee** will be charged for all checks 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 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.

If the family's account is not current, the student may not have access to report cards on RenWeb until their account is current with the finance office. Further consequences may also be imposed by the Finance Committee of Vista Ridge Academy if the account delinquency continues.

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 finance office to make arrangements when they cannot make their tuition payments on time. In addition, it is Vista Ridge Academy's policy that no student shall receive school records/report cards if any financial obligations are outstanding. 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.factsmgmt.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.

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 may be picked up in the office.

**Colorado Childcare Assistance Program (CCAP):** The Child Care Assistance Program (CCAP) provides financial assistance to eligible low-income families who need child care benefits. Please contact your county for more information (<https://www.colorado.gov/pacific/cdhs/contact-your-county>).

**Partnering for Eternity (PFE) Work Credit:** Vista Ridge Academy is able to offer the PFE program for a maximum of 14 students in grades K-8. Students eligible for financial aid are given first priority for open spots in the program. Participating students are eligible to receive **up to \$100** per month credit towards tuition.

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

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

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