Enrollment Agreement

GCA
GRACE CHRISTIAN ACADEMY

Partnership is a core value of Grace Christian Academy. As a part of this partnership, the timely enrollment of students is necessary for effective school planning. It is important that you read the enrollment policies stated in the handbook and enrollment packet you signed for this year's enrollment. We hope that it is your intention to remain at GCA through graduation. However, if it becomes necessary to withdraw your student, you must notify the school by completing the Student Withdrawal form.

Discounted re-enrollment fees for the following school year will be open in January each year until March 1st. The enrollment fee is non-refundable for all families who choose to withdraw after February 28. However, GCA recognizes that family plans change. For the following circumstances, families withdrawing after February 28 of each year will be exempt from financial obligations for the upcoming academic year only and will be refunded their enrollment fee. Any previous year balances will remain.

Unique Withdrawal Circumstances:

- Educational needs for your student can no longer be met at GCA as determined by GCA Administration.
- Withdrawal at the request of GCA Administration
- A relocation of 25 miles or more from the family's current address
- The family has completed the application for FACTS Tuition Assistance by the March 31 deadline, and the award is not sufficient for the family.

WITHDRAWAL POLICY

Grace Christian Academy relies on registration and tuition income to meet operating expenses. Since salary obligations are contractual and based on income projected by enrollment contracts, it is essential that the income from tuition be assured. If enrollment is canceled or in the event of separation for any reason between the student and the school, other than the stated exceptions, the financial obligations are as follows:

IF ENROLLMENT IS CANCELLED IN WRITING PRIOR TO THE FIRST DAY OF SCHOOL, parents or guarantors are obligated to pay 10% of the yearly tuition amount and the forfeited non-refundable, non-transferable enrollment fee.

FINANCIAL OBLIGATIONS FOR WITHDRAWAL DEADLINES

- Withdraw anytime during 1st quarter: 40% of tuition owed
- Withdraw anytime during 2nd quarter: 60% of tuition owed
- Withdraw anytime during 3rd quarter: 80% of tuition owed
- Withdraw anytime during 4th quarter: Full tuition owed

Parents/Guardians will be expected to honor their commitment to the school. Requests for exceptions must be addressed to the Business Office in writing and will only be considered in extreme (unique)circumstances.

2026- 2027