

# EMMA L. MINNIS JUNIOR ACADEMY

## FINANCIAL INFORMATION FOR PARENTS AND STUDENTS 2023-2024



Emma L. Minnis Junior Academy is a Pre-Kindergarten through Grade 8, historic Seventh-day Adventist educational institution, providing a christian learning environment where all students prepare and develop the physical, mental and spiritual growth for this world and the world to come.

# MINNIS COSTS EXPLAINED

E. L. Minnis Junior Academy works hard to keep tuition and fees as low as possible. Tuition alone does not cover the true cost of a child’s education. Adventist Christian education is funded from four primary sources:

- North American Division of Seventh-day Adventist
- Southern Union
- South Central Conference, and
- Constituent churches--Magazine Street and New Life Seventh-day Adventist churches

The Emma L. Minnis Christian education is a cornerstone of the Adventist church therefore, the School Board working with the Pastors and the church board makes every effort to give members of the constituent churches the opportunity for their students to attend the Academy in spite of the financial abilities of the parents. Therefore, students whose parents or guardians are members of the Magazine Street or New Life Seventh-day Adventist churches receive a generously discounted rate on academy’s tuition. The tuition rate for students from the constituent churches are \$3,250 for Grades K-8, and \$3,500 for pre-Kindergarten students— this is the **Constituent Tuition Rate**. *There is no discount on the annual registration nor other program fees.*

| FEE TYPE                        | TUITION & FEES AT MINNIS              |                                   |
|---------------------------------|---------------------------------------|-----------------------------------|
|                                 | PRE-K                                 | GRADES K-8                        |
| Enrollment Fee                  | \$75 (credit to last month’s tuition) | \$75 (credit to registration fee) |
| Constituent Tuition             | \$3,750                               | \$3,250                           |
| Non-Constituent Tuition         | \$4,000                               | \$3,500                           |
| Registration Fee                | Not applicable                        | \$475                             |
| Outdoor Classroom (6th gr only) | Not applicable                        | \$175                             |
| Graduation Fee (K & 8th only)   | Not applicable                        | \$50-K / \$100-8th                |
| Before/After Care (Optional)    | Not applicable                        | \$50/week or \$10/day             |
| Weekly Lunch                    | TBA                                   | TBA                               |

**NOTE :**

- **CONSTITUENT RATE** –this is a discounted rate available only to students whose families are members of Magazine Street Seventh-day Adventist Church or New Life Seventh-day Adventist church.
- **MULTI -CHILD DISCOUNT** – 5% discount on tuition for additional children enrolled (not the first child)
- **FEES** –annual fees and other program fees are never discounted.

# PROGRAM FEES

| ANNUAL REGISTRATION FEES— PER STUDENT COST* |  |                  |           |              |                    |          |             |                      |       |
|---|--|------------------|-----------|--------------|--------------------|----------|-------------|----------------------|-------|
| REGISTRATION FEE                            |  | WHAT IT INCLUDES |           |              |                    |          |             |                      |       |
| GRADE                                       | TOTAL ANNUAL FEE   | TEXTBOOK RENTAL  | INSURANCE | TESTING MATS | PHYSICAL EDUCATION | YEARBOOK | FIELD TRIPS | LIBRARY & TECHNOLOGY | FACTS |
| Pre-K                                       | N/A—there is no annual registration fee for PreK, program fees are included in the tuition |                  |           |              |                    |          |             |                      |       |
| Grade K -8                                  | \$475  | \$200            | \$45      | \$25         | \$50               | \$15     | \$75        | \$45                 | \$20  |

\*\*This is the current list of additional fees. The list of fees may change from year to year and new fees may apply. Emma L. Minnis reserves the right to apply additional fees when necessary and without advance notice.

The annual textbook fee includes a \$25 per student allowance for basic supplies.

Each year, there may be additional program fees for students participating in co-curricular activities. The following activities or programs require the payment of an additional fee and are not covered in the annual registration fee:

- The Outdoor Classroom (Camp Alamisco) is required for all 6th grade students. Payment is required at the beginning of the third quarter.
- 8th Grade Class Trip Cost to be determined—all fees required and must be paid at the beginning of the third quarter. • Kindergarten and 8th Grade: Graduation Fees - \$50 (K) and \$100 (Gr. 8) all are required at the beginning of the third quarter.
- Mission Trip (8th grade only)—the cost for this trip will be announced later/approximately sometime after the Thanksgiving Break.

## BEFORE AND AFTER SCHOOL CARE

Before and after school care is available for additional charges. This charge will be added to the next month's payment plan statement for each student. Payment for after care is due by the fifth day of each month.

### Hours of Before and After School Care:

*Early Arrival:* 7:00 AM to 8:00 AM Monday

to Friday *After School:*

Monday—Thursday: 3:45 PM to 5:00 PM

Friday: 2:15 PM to 4:00 PM

**Surcharge**—a surcharge may apply at a rate of up to \$5/minute for late pickup beginning at 5:10 PM. Late pickups require advance notice.

**Daily Rate:** The rate is \$5 per day for each part of the before or after school care service used. If both before and after care is used in one day the rate is \$10.

**Weekly Rate:** There is a separate weekly rate for families needing sustained before and after school care.

- \$25 per week—for any part of the school care service used, whether before and/or after school every day.
- There is an additional \$5/day charge for each additional child from the same family in before and after school care.

# PAYMENT POLICIES

**PAYMENT PLAN & PREVIOUS BALANCES** - All families that do not pay the entire tuition and registration balances in full by July 15 will be placed on a 10-month installment plan that starts in August and ends in May. Returning students who have account balances (unpaid balances) at the end of each quarter or at the end of the payment plan each school year (May 5 ), will not be allowed to attend class or participate in activities until the full balance is paid in its entirety or a satisfactory agreement completed. Regardless of agreement unpaid balances may be carried over from one calendar year to the next.

**DEPOSIT & PAYMENTS** - All new students must pay the annual registration fee and the first month's tuition by July 15. Families that choose the 12-Month Extended Payment Plan must pre-register and pay the fee by May 15. A separate application is required. Students will not be allowed to start classes without the full tuition and fee payments are made. Families that do not make all required payments by the required deadline may be charged a \$25 late processing fee after July 15.

**PROGRAM FEES** - Program or fees will be added to student accounts for aftercare, lost/damaged textbooks, lunch, class trips (6th and 8th grades), graduation fees; or lost/damaged electronic devices, damage to school property, etc. These fees and fines are added to the monthly invoice and must be paid by the required due date, or next billing cycle. Payments not made by the due date may be placed in the delinquent account status, and late fees may apply.

**NO REFUND ON FEES** - No fee will not be refunded whether registration fee, pre-registration fee, field trip fee, late fee, return check fee, or the lost/damage fine.

**LATE PAYMENT FEE** - If the Business Manager does not receive the full payment for the required monthly installment payment by the close of business on the 15th of each month, a twenty-five dollar (\$25) late fee will be added to the student account.

**RETURN CHECK PROCESSING FINE** - A \$35 processing fee will be charged on all payments returned for insufficient funds, including any payment return in the FACTS family portal or the Adventist Pay system. Parents who provide inaccurate or incomplete financial information that results in a late payment will also be charged the \$25 late fee.

**DEFAULT PAYMENT AGREEMENT** - More than two (2) late or incomplete payments during the school year is a breach of the payment agreement. Any student account that is more than 60 days due, or those with balances that are more than \$375 will be contacted in writing by the school and immediate payment will be demanded. Parents must pay all unpaid balances within 20 days and if not, the student will be placed on financial suspension and cannot attend school. Parents who encounter unexpected financial difficulties must contact the Principal or Business Manager as soon as the situation is encountered. NOTE: Parent social security numbers are now required in FACTS. This offers the academy some recourse for defaulted accounts.

**STUDENT WITHDRAWAL** - If a family decides to unenroll or withdraw their children from Minnis for any reason during the current school year, the academy requires three (3) months notice of their intent to do so. During this period the parent must continue to make on time payments of all full tuition, fees—after care, lunch, class or field trips, or fines. Full payment will still be required for the whole three-month period, whether the parent withdraws the student before the end of the three-month notice period and the child stops attending school and does not attend classes.

# PAYMENT OPTIONS

The Minnis School Board sets the annual tuition and fees for the Academy, which then is approved by the South Central Conference of SDA—Office of Education. All students must have tuition payments and the required annual registration fee in hand to register at the beginning of each term. The school offers two payment options (plans).

**Option 1**—This is the default payment plan: Ten equal monthly payments (August to May)

Families that do not pay the tuition and annual registration fee in full by July 15 are automatically placed in the ten-month installment plan. A 10-month payment agreement is required

- Tuition must be paid by the fifteenth day of each month
- The full registration fee **and** the first month's tuition are due by August 15
- 10 monthly tuition payments begin August 1 and end May 1

**Option 2**—One annual, or two semi-annual payments

*One annual payment: Deadline July 15*

- Full registration fee (\$475), and total annual tuition due by July 15

*Two semi-annual payments: Deadline July 15 and December 15*

# HOW TO PAY

The first tuition payment is due on or before the beginning of school in August. E. L. Minnis charges an annual non-refundable required registration fee. The August payment must include the full annual payment of this fee.

E L Minnis will collect tuition payments directly from parents whether in person, through the mail or online. Cash payments are discouraged; however, such payments may be made in person in the school office. Note that, it is the responsibility of individuals making cash payments to ensure they get a receipt prior to leaving the school office.

EL Minnis also offers online payment as an alternative to hand delivering cash or mailing payments to the school. Online payments must be made using a credit card, debit card, or automatic bank draft through the Facts SIS family portal or Adventist School Pay.

All payments made during periods when the school is closed must be mailed or completed online.

Monthly tuition payments are due on the 5th day of each month. Full tuition for those making payments on the annual, half year or quarterly basis, is due by the first day of class. A \$25.00 late fee will be assessed for payments received after the 15<sup>th</sup> day of each month.

Each year during May the principal and/or business manager will meet with each family to verify tuition costs and account status. The purpose of this meeting is to assess parents' concerns about costs and financial assistance and to indicate student intent to return. Payment options are selected, and payment agreements signed during this meeting.

Scholarships are available. The Cecil Ray Scholarship is available to all students, regardless of financial need, and typically covers one month's tuition for each of our scholars. Parents are not required to apply for this program. The Principal's Scholarship Fund is based on financial need and is available to scholars on a first come, first serve basis. This scholarship has specific income requirements and stipulations which are outlined in the scholarship application.

## **8th GRADE STUDENTS**

Transitioning 8th Grade Students—all graduating students must have a zero balance by April 1st, of their eighth grade year in order to receive their final grades, transcripts and participate in graduation ceremonies.

# WITHDRAWAL & REFUND POLICIES

Occasionally families have the need to withdraw their student from the Academy. Regardless of the reason, families must give the academy three (3) months notice of their intent to unenroll or withdraw their children from Minnis. Exception: If a family withdraws a student during the first five (5) days of any quarter, there will be no penalty charged. NOTE: Registration fee is never refunded.

Families must follow the procedures provided to withdraw students and must clear their account balances before the student can leave the school. This clearance process is essential so that all the appropriate documents needed for transferring the student can be sent. No information or documents will be sent to another school until the student's account is cleared by the business manager.

Students who received financial assistance AND are withdrawing may be required to repay a portion of their scholarship awards. The exact amount to be repaid to financial aid accounts will be determined by the amount of aid received, the educational costs incurred, and the length of time attended during the quarter. The business manager will determine these amounts.

Registration fees are never refundable. The exception may be for book rental fees when a student withdraws within the first seven (7) days of school and the books are returned in the same condition issued with no markings.

To withdraw, the business manager must review the student's account and verify that all financial obligations to the Academy have been met. Parents or guardians of students with unpaid balances may be required to meet with the *Finance Committee* to reach an acceptable payment plan.

## HOW TO WITHDRAW A STUDENT

1. CONTACT THE PRINCIPAL ABOUT YOUR INTENT TO WITHDRAW AS SOON AS YOU KNOW
2. COMPLETE ANY AND ALL REQUIRED FORMS—PICK UP IN SCHOOL OFFICE
3. PRINCIPAL NOTIFIES BUSINESS MANAGER OF PARENTS INTENT TO WITHDRAW STUDENT
4. BUSINESS MANAGER REVIEWS STUDENT ACCOUNT AND VERIFY BALANCES
5. UNPAID BALANCES— PRINCIPAL CONTACTS PARENTS FOR APPOINTMENT TO REVIEW WITHDRAWAL/UPDATE REFUND STATUS
6. ACCOUNTS CLEARED BY BUSINESS MANAGER: OVERPAYMENTS RETURNED BY MAIL
7. ACCOUNTS NOT CLEARED BY BUSINESS MANAGER—FAMILY MUST ARRANGE IMMEDIATE PAYMENT

| <b>E.L. Minnis Withdrawal Schedule</b> |  |                       |
|--|--|-----------------------|
| <b>Quarter</b>                         | <b>Full Refund</b>                         | <b>Partial Refund</b> |
| 1st:<br>Aug-Oct                        | Within FIVE days of the first day of class | September 15          |
| 2nd:<br>Oct-Dec                        | Within FIVE days of the first day of class | November 15           |
| 3rd:<br>Jan-Mar                        | Within FIVE days of the first day of class | February 15           |
| 4th:<br>Mar-May                        | Within FIVE days of the first day of class | NO REFUND             |