



**PROVIDENCE**  
BIBLE-BASED INTERNATIONAL PREPARATORY SCHOOL

## Providence International Christian Academy Enrollment and Tuition Agreement for School Year 2024-2025

Parents' or guardians' names \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Billing Email \_\_\_\_\_

Billing Address \_\_\_\_\_

Student Names (attending PICA)	Age	DOB	M/F	Grade
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

### Fee information

- A non-refundable annual **per child** enrollment fee is due with this form. (*Returning \$100, see re-enrollment form early reg. schedule*), (New \$150 by April 20, \$200 by May 20, \$250 thereafter)
- Diagnostic testing is required one time only. Fee: \$125 (New students only)
- A minimum of 8 hours of Parent Participation per family is required *each quarter*. A fee of \$10 per uncompleted hour will be assessed (drive for trips, volunteer for clean-up or repairs on weekends, bring in merit prizes, attend informative classes, volunteer in learning center, provide Green Dot treats, Attend Parent/Teacher fellowship meetings, volunteer at PICA, etc.)
- Payments not received by the 10<sup>th</sup> of the month are late. A late fee of \$50 will be added each month payment is in arrears.
- Discounts will be forfeited on payments made past the 10<sup>th</sup> of each month.

### Tuition Information

Grade Level	No. of students	Full Year Amount	Installment Amount	Installment Amount	Total	Monthly Amount Due
Registration Fee at enrollment		\$250.00	-----	-----		
Re-enrollment (Currently enrolled students)		Mar 1 – May 31 ☐ \$50	June 1- June 30 ☐ \$75	After July 1* ☐ \$100		
Testing Fee (one time fee)		\$125.00	-----	-----		
Uniform fee		☐ 5 sets plus PE Shirt \$325	Shirt and Shorts \$65 Per Set	☐ No. of sets or pieces x _____		
Kindergarten to 6 <sup>th</sup> grade		\$5,700.00	☐ 12 months \$475	☐ 10 months \$570		
7 <sup>th</sup> to 12 <sup>th</sup> grades		\$6,180.00	☐ 12 months \$515	☐ 10 months \$618		
Additional Support needed ( <i>ESL, Special Needs, Special Ed, Etc.</i> )		\$1,440.00	☐ 12 months \$120	☐ 10 months \$144		
Curriculum Fee K- 12 <sup>th</sup> Grade		\$800.00	\$200 per quarter ☐ 1 ☐ 2 ☐ 3 ☐ 4	Full year paid by June 15, ☐ \$700		
Regional Student Convention (ages 9-19)		\$135.00	-----	-----		
HS Graduation Fee – Senior Year Only		\$375.00	-----	-----		
Awards Ceremony Fee – per family		\$125.00	☐ Payment	Fundraiser ☐ coupon sales		
Weekly Short-term enrollment		\$415 per week	☐ 1 ☐ 2 ☐ 3	☐ \$1320, 4 weeks		
<b>Tuition is charged for one year and broken into monthly payments. Parents may choose the</b>				<b>SUBTOTAL</b>		
<b>twelve-month or ten-month payment plan. Enrollment after August 1 will be automatically placed on the ten-month payment plan unless otherwise arranged.</b>						
☐ Sibling Discount (\$-50.00 monthly)    ☐ 3% Discount (paid in one lump sum)    ☐ 1½% discount (quarterly installments)						
☐ Scholarship \$ _____ ( <i>attach form</i> )		Amount Discounted \$ _____				
<b>Additional Services:</b>						
☐ <b>Work Exchange Program</b> (based on availability) – ( <i>attach form</i> )						
☐ <b>After School Tutoring:</b> M-Th (\$20/half-hour)    ☐ <b>Music Lessons:</b> \$25 per week (\$100 per month)    ☐ Piano    ☐ Guitar    ☐ Drums						
☐ <b>Transportation:</b> (\$105 1-way; \$15 round trip; \$45 weekly, 1-way; \$65 weekly, round trip) Subject to availability and length of trip.						
☐ <b>Late Pickup Fee:</b> (\$20/half-hour): Charged by half-hour increments. Students may be picked up between 2:00 PM and 2:45 PM.						
Any student not picked up by 2:45 PM will automatically be enrolled in after school care and a fee of \$20 per half-hour will apply						
☐ <b>Uniform Individual Pieces:</b> ☐ Polo Top \$35, ☐ Shorts \$30, ☐ PE Top \$30, ☐ Sweater \$65						
PICA Uniform must be worn daily with dark socks and tennis shoes. PICA Sweaters must be worn when cold, no hoodies or other outerwear allowed. Girls should wear long navy or argyle socks provided. NO Crocs, slippers, slides, or sandals allowed unless otherwise announced. Students out of uniform will be sent home						

For my child's continued enrollment at PICA: (please initial next to each sentence as an indication of comprehension)

- \_\_\_ I agree as a condition of enrollment in PICA to pay tuition and fees as outlined below.
- \_\_\_ I understand that these fees are due and payable to the school administration office in order for my child(ren) to remain in the school.
- \_\_\_ I understand that the total yearly tuition is an annual fee and is broken down into monthly installments.
- \_\_\_ If I am unable to pay the full amount by the tenth of the month, I shall forfeit the scholarship and/or discount for that month therefore the full tuition must be rendered unless a bi-weekly arrangement has been made.
- \_\_\_ I understand that the overhead expenses of the school do not diminish if a student departs during the course of the year.
- \_\_\_ Accordingly, I acknowledge that my obligation to pay fees for the full academic year is unconditional after the acceptance of this contract by the school or by July 1st, whichever is later, and no deduction or remission of tuition cost is allowed by the school for absence, dismissal, or withdrawal for disciplinary, academic, or personal reasons.
- \_\_\_ Should the account fall behind 45 days, I understand that my child will be on academic suspension and will not be allowed to return until the account is current.
- \_\_\_ I understand that a 3% handling charge will be assessed to non-tuition payments paid through PayPal or by credit card (as available).
- \_\_\_ I agree to pay, to the extent permitted by law, the school's expenses of enforcement and collection of the tuition fees and related expenses, including attorney fees and costs.

\_\_\_\_\_

Parent's or guardian's signature

\_\_\_\_\_

Date

**Paid at registration:**

- \*Registration Fee \$ \_\_\_\_\_
- \*Diagnostic Testing Fee pp \$ 125.00 \$ \_\_\_\_\_ New student only
- \*Curriculum Fee Deposit \$ \_\_\_\_\_  Yearly,  ½ & ½  4 Payments - 1st due upon enrollment (July 1, Sept 2, Dec. 2, March 3)
- Tuition Installments \$ \_\_\_\_\_ # \_\_\_\_\_ of installments  
 Mthly,  ½ & ½,  Yrly
- \*\*Class Uniforms \$ \_\_\_\_\_ All uniforms must be purchased through GA
- \_\_\_ PE Uniform shirts \$ \_\_\_\_\_ \$30.00  
(wear with long blue or black PE shorts and tennis shoes)
- \_\_\_ Polo Shirts/\_\_\_ Uniform Shorts/Skortis \$ \_\_\_\_\_ \$35.00/\$30.00
- \*\*Regional Student Convention Entry Fee \$ \_\_\_\_\_ \$135.00 per student if applicable
- \*\*High School Graduation Fee \$ \_\_\_\_\_ \$375.00 per student – Seniors Only
- \* Required at registration.
- \*\* Required for participation. \$ \_\_\_\_\_ Total Paid (Receipt \_\_\_\_\_)

\$ \_\_\_\_\_ Yearly Total

\$ \_\_\_\_\_ Amount Paid at enrollment

\$ \_\_\_\_\_ Yearly Balance Due

**Preferred method of payment:**

- Cash  Check
- Credit Card  PayPal



Providence Academy  
Financial Agreement