



January 16, 2018

Dear Parents,

Reenrollment for school year 2018-2019 is here, and your continued investment in a Prince education provides a unique and safe Christ centered environment that is deliberate to preserve the moral innocence of youth within a traditional K-12 experience. We frequently hear comments from prospective families and visitors on the welcomed difference they see, hear, and feel in our family-school community after spending time on our campus. We recognize what we have at Prince is special, and our faculty and staff are intent on preserving it as we seek to partner with Christian families to develop students to their fullest potential.

A Christ centered atmosphere with strong academic and cocurricular programs provides a holistic education enabling our graduates to gain acceptance to excellent schools like Georgia Tech, Duke, University of Georgia, and West Point, and our published high school standardized test score averages surpass those of the third highest-ranking school district in the state, Oconee County, and as reported to you in October our K-8 test scores surpass 97% (yes 97!) of all schools within the Association of Christian Schools International. But while much about school often centers on grades, course rigor, and standardized test scores, athletics and fine arts, at Prince we embrace a strategic mindset that recognizes education is merely a means to an end, and the end itself is a personal relationship with Jesus Christ. While one leads to acceptance at a competitive college, the other is far more significant - the gift of life eternal. *Public and secular private schools are not equipped to meet this most important objective for the simple fact God has been removed from their classrooms.*

Our school remains debt free, which also stands in contrast to many private schools our size both Christian and secular; however, in order to meet operating costs, a modest 4.80% tuition increase for next school year has been approved (that averages about \$36 more a month, the price of a dinner for two). When one compares the cost of our tuition to the quality of our faculty, expanding programs like dual enrollment, athletics, and fine arts, and the caliber of our facilities to other secular and private schools in our service area, a Prince Avenue education remains one of the least expensive and is clearly an exceptional value. Enrollment contract details are contained in your packet including the collection method for reenrollment fees.

If you have any questions about our reenrollment process, I encourage you to email our Admissions Director Victoria Carter at vcarter@princeave.org or call her at (678) 726-2305. We encourage you to reenroll early so we can begin our planning for the 2018-2019 school year!

Warm regards and in His service,

Seth Hathaway
Head of School



Reenrollment Instructions

In February, the PACS leadership team will begin making financial decisions for next school year based on the number of reenrolled students. In private schools like ours, enrollment drives the budgetary process, and the competition for securing quality teachers and service providers for next school year begins at this time. Due to the need for accurate student data from current PACS families, we encourage you to complete the reenrollment process early.

PACS will use the same ***two step*** reenrollment process as was used for the 2017-18 school year: complete the online reenrollment using RenWeb Parents Web and secure your student's spot with the payment of a non-refundable reenrollment fee. The fee structure for reenrollment remains unchanged.

Online Reenrollment and Payment Received	Late Online Reenrollment and Payment Received	
On or before February 28	March 1 – April 30	May 1 st and Later
\$100 per student, \$500 family maximum	\$200 per student, no family maximum	\$300 per student, no family maximum

- The reenrollment fee is assessed per student, not perfamily.
- The fee is independent of tuition, and as such, will not be credited to your 2018-19 FACTS tuition balance.
- The fee may be paid online through the school's event registration system, Service U, by bank draft, or debit/credit card with no processing fees. The fee will NOT be charged to your FACTS account.
- The revised fee structure provides an incentive for timely completion, as the school needs this data to make accurate decisions.
- The fee can be paid immediately following the completion of online enrollment for your convenience. Alternately, for families who may need additional time, the fee can be paid at a later date, however, please note the price increase for later reenrollment.

Ready to begin the reenrollment process!

Step One: Complete Online Reenrollment using RenWeb Parents Web

It may be helpful to have the following items accessible prior to beginning the reenrollment form:

- emergency contacts
- grandparents contact
- doctor and dentist names and phone numbers
- student medical conditions
- health insurance information
- student driver information (if your student drives a vehicle to school)
 - the automobile make and model, license plate and student's driver license number.

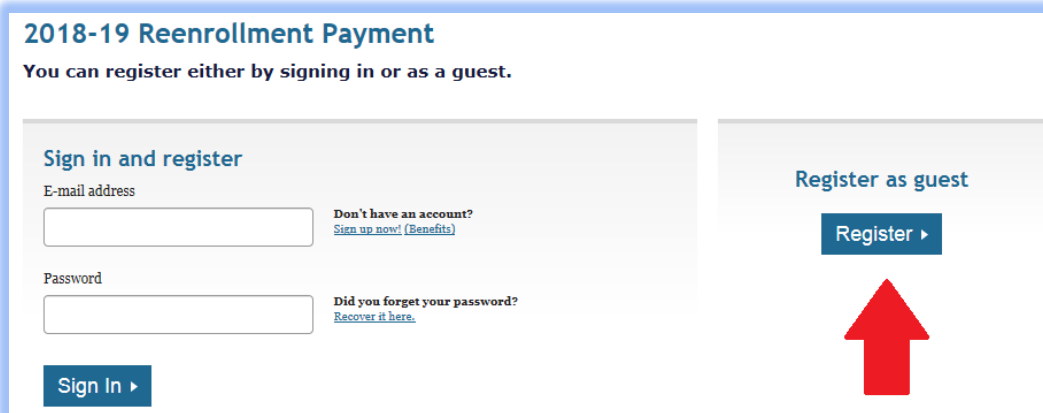
Follow the instructions below to begin Online Reenrollment

- Log on to Parents Web: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>
- In the district code field: PACS-GA
- Input your user name, typically your email address, and your RenWeb ParentsWeb password
- Select "Family Information" (left column)
- Select "Enrollment / Reenrollment" (left column)
- Select the student(s) you wish to reenroll
 - Please use upper and lower case text
 - Leave lines blank if the information is not applicable (example: student does not have a cell phone number)
 - Only enter automobile information for student drivers
 - Click "Next" to move ahead and save your current progress. Click the browser's BACK button to move to a previous screen.
 - If you need to stop and continue later, click "Next" before closing the browser, which will save your progress

Step Two: Pay the Non-Refundable Reenrollment Fee

Once you complete the online reenrollment process in RenWeb ParentsWeb, the link to the payment website will be displayed.

Payment Website (Click [HERE](#) to access the website directly):



The screenshot shows a web page titled "2018-19 Reenrollment Payment" with the instruction "You can register either by signing in or as a guest." On the left, there is a "Sign in and register" section with input fields for "E-mail address" and "Password", and buttons for "Sign In" and "Register as guest". On the right, there is a "Register as guest" section with a "Register" button. A large red arrow points to the "Register" button.

- You may register as a guest, which does not require you to set-up a user account.
- Accepted payment methods are checking/savings (ACH) bank draft, or debit/credit
- There are no processing fees associated with either payment method.

If you prefer to make your reenrollment payment directly to the PACS business office you may do so by cash or check.

Troubleshooting: If the above link will not work, try using a different internet browser and post this link in the search bar: <https://public.serviceu.com/RegistrationForm/9860900-400497861/?OrgKey=0b949401-8b2a-48a0-b7dd-55cceceea27c>

Once you have completed steps 1 and 2, you have finished the reenrollment process. Thank you!

In mid-March 2018, you will receive a "Reenrollment Preference Notice" via email from FACTS. You DO NOT need to reply if you desire to keep the same tuition payment plan for 2018-19 that you used in 2017-18. If you DO wish to select a different payment plan, please review the available options and notify the PACS business office.

Your finalized tuition payment plan for the 2018-19 school year will be available by May 7, 2018. You will receive an email from FACTS which will prompt you to pay the FACTS management fee. FACTS charges a \$20 per year fee per family for this service if the tuition is paid in one or two installments. For monthly payment plans, FACTS charges a \$50 fee per year per family. Payment of this fee is due 15 days after it is posted to your FACTS account.

Special Notes:

- If you have not set up a Parents Web Account:
 - Log in to: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>
 - In the district code field: PACS-GA
 - Select "Create New ParentsWeb Account"
 - Enter your email address (same one you have provided the school)
 - Renweb will email a password to you. After receiving your password, follow the instructions above.
- If you need assistance with reenrollment, or have questions, please contact us:
 - Problems accessing RenWeb? (678)726-2353 or itsupport@princeave.org
 - Need assistance with general reenrollment and/or the admissions office? (678)726-2305 or vcarter@princeave.org
 - Need assistance with the fee payment website or have financial questions? (678)726-2308 or businessoffice@princeave.org

Financial Agreement

Tuition and Fees

The tuition and fees for the school year 2018-2019 are included within this reenrollment packet as an attachment and are available under the Admissions section of the PACS website at <http://www.princeave.org/admissions/tuition-fees>.

FACTS Management Fee

PACS partners with FACTS Management to offer convenient on-line access to establish payment plans, review charges, and make payments. FACTS charges a \$20 per year fee per family for this service if the tuition is paid in one or two installments. For monthly payment plans, FACTS charges a \$50 fee per year per family. These fees must be paid in full prior to, or along with, the first tuition payment.

Payment Plan Options

- Annual Payment - The full year of tuition is paid in a lump sum in advance.
- Monthly Payments – If you are a returning family, or have been accepted prior to June 2018, you may enroll in a 12-month payment plan option: the first payment is due June 15, 2018, and the final payment is due May 15, 2019.
- Condensed Monthly Payments – If you are accepted after the normal 12-month payment cycle has begun, your monthly payments will be calculated from the date of your acceptance to the final payment due on May 15, 2019.
- Alternatively, families may choose to have monthly tuition payments due on the 1st of each month, rather than the 15th.
- FACTS requires that either a checking/savings account or a credit card be linked to each family account. FACTS assesses a service fee charge (approx. 2.85%) for credit card payments.

Discounts and Financial Aid

- No discounts are offered for students in the Pre-K grade level.
- Annual Payment Discount - Families who pay in full by June 15, 2018, will receive a 4% discount off of their final tuition. Full payments received prior to August 15, 2018, will receive a 2% discount.
- Prince Avenue Baptist Church Member Discount – a 10% discount is available for parents and guardians who are members of PABC, attend church regularly, and have tithed/gifted an amount that is equal to or greater than the discount amount per student during the preceding 12 months. PACS will validate all PABC member discounts with the church.
- Financial Aid is limited and available to select families who qualify based on mathematical computations by FACTS used to determine aid eligibility. Financial aid requests will be accepted using data from the 2017 tax year, so please prepare your tax return prior to completing a financial aid request. Financial aid requests will be considered as received; however, aid requests should be submitted before May 15th to ensure an aid award is posted to FACTS prior to the first tuition payment date.

Needs-Based Scholarships

There are a select number of needs-based scholarships that are primarily awarded to students who possess scholastic aptitude and display strong Christian character traits. Please review the scholarship offerings on the PACS website at <http://www.princeave.org/admissions/scholarships>. Scholarship applications are due to the front office by **Friday, March 30, 2018.**

Incidental Fees

In an effort to keep general tuition for all students at an affordable rate, those students who elect to participate in co-curricular activities and use auxiliary services will be assessed incidental fees that are necessary in order to cover the costs of administering each optional activity. A listing of incidental fees by grade is available on the school website at www.princeave.org/admissions/tuition-fees. Please use the posted fees as a guideline as the 2018/19 fees will be updated during the summer break.

Returned Payments and/or Overdue Balances

Prince Avenue Christian School relies on each partner family to pay student tuition and incidental charges in a timely manner. For returned payments, FACTS charges a \$30 non-sufficient funds (NSF) fee in addition to charges you may receive from your bank. Prince Avenue Christian School charges a \$25 fee per occurrence on late tuition payments and assesses a 2% per month late fee for unpaid incidental balances. Grades, report cards, and diplomas (for graduating students) will not be released until a family's FACTS account is paid in full.

If neither the payment due nor satisfactory arrangements have been made within 60 school days after the due date, the student may be withdrawn from classes by the school. If this occurs, in order to re-enroll, the full registration process must be followed. Chronically past due accounts may be turned over to a collection agency and all collection fees will be the responsibility of the student's parents or legal guardians.

Early Withdrawal

Initial acceptance and reenrollment contracts with Prince Avenue Christian School represent a binding agreement between a family and the school for the contract period, which is one school year. Because teachers contracts, school services, and curriculum and supplies are funded and purchased at the beginning of each school year based upon student enrollment, honoring the one year contract period is necessary to ensure the school delivers the services agreed upon after students are enrolled. Exceptions to this contract commitment include:

- **Withdrawal following reenrollment prior to first day of school:**
If a family withdraws a student after completing reenrollment but BEFORE the first day of school, the family will forfeit the non-refundable reenrollment fee and be assessed a \$300 withdrawal fee per student. Upon paying the withdrawal fee and settling all other financial balances, the family will be released from the tuition contract for the upcoming school year.
- **Withdrawal following first day of school:** Prorated tuition for early withdrawal is the exception, and any family who desires to withdraw their student prior to the end of the school year is expected to honor the financial commitment for the one year contract period. Exceptions are handled on a case by case basis, and any requests for prorated tuition must be made in writing to the Head of School. In cases where prorated tuition is awarded, families will be charged a withdrawal fee of \$500 per student.



PRINCE

AVENUE CHRISTIAN SCHOOL

Tuition and Fee Schedule 2018 – 2019

Annual Tuition		
	Full year	Monthly rate based on 12 equal payments
Pre-K (3 day Tues, Wed, Thurs) mornings only	\$3,900	\$325
Pre-K (5 day) mornings only	\$4,476	\$373
Lower School (Kindergarten – 5 th grades)	\$8,736	\$728
Middle and High School (6 th – 12 th grades)	\$9,876	\$823

Annual Tuition can be paid either by lump sum in advance or by a monthly payment plan over 12 months with the first payment due on June 15th and the final payment due on May 15th. The tuition for students who are accepted after June 15th will be spread over the remaining months of the school year with the final tuition payment due on May 15th.

Tuition Discounts		
Prince Avenue Baptist Church Member Discount	10%	For parents/guardians whom are active members of PABC to include regular attendance to Worship Services and regular giving through the stewardship program of the church. This information will be verified with the church prior to the discount being applied.
Full Time Ministers	10%	Ministers must provide a letter from their church verifying full-time employment.
Multiple Children Discount	\$150	A discount of \$150 per year will be applied for each student beyond the first child.
Annual Payment Discount	4%	Tuition is paid in full by June 15, 2018.
	2%	Tuition is paid in full by August 15, 2018.
Pre-K Level Students	No Discounts	Discounts are not offered for the Pre-K level.

Reenrollment Fees for Returning Students (Non-Refundable) for 2018-2019		
Online Reenrollment and Payment Received	Late Online Reenrollment and Payment Received	
On or before February 28	March 1 – April 30	May 1 st and Later
\$100 per student, \$500 family maximum	\$200 per student, no family maximum	\$300 per student, no family maximum

Required for New Students (Non-Refundable)		
Application Fee	\$245	This includes the cost of student entrance testing

Required Fees (Non-Refundable)			
FACTS Management (Fee is paid to FACTS)	\$20	If tuition is paid as a lump sum or in 2 installments	One charge per FACTS account per year
	\$50	If tuition is paid via a monthly payment plan	
Lower School Supply Fee	\$40	Covers a student's supplies. Billed in August.	Pre-K – 5 th Grades
Technology Fee	\$325	Billed in 10 monthly installments (Aug – May).	8 th – 12 th Grades
Graduation Fee	\$60	Covers regalia, diploma, and ceremony supplies. Billed in March.	Kindergarten
	\$175		12 th Grade

Fees for International Students Only (Non-Refundable)		
Visa Processing	\$250	I-20 processing (new enrollee only)
Application Fee	\$245	Initial application fee (new enrollee only)
Technology Fee	\$300	9 th – 12 th grade international students (due annually)
International Student Fee	\$2,400	Due annually
FACTS Management Fee	\$50	Due annually
Graduation Fee	\$175	Due only for 12 th grade students who will graduate

Fees for optional co-curricular, auxiliary services, athletic teams, class trips, and instructional enhancement activities are published on the PACS website at www.princeave.org/admissions/tuition-fees. Click on the Incidental Fees PDF.

Returned Payments and Overdue Accounts: For returned payments, FACTS charges a \$30 non-sufficient funds (NSF) fee in addition to charges you may receive from your bank. Prince Avenue Christian school charges a \$25 fee per occurrence on late tuition payments and assesses a 2% per month late fee on unpaid incidental balances.



PRINCE

AVENUE CHRISTIAN SCHOOL

2018-19 Academic Calendar

(Revised 1-4-18)

JULY-AUGUST

Monday, 7/30 - Thursday, 8/2	Teacher Preplanning
Thursday, 8/2	Wolverine Welcome
Friday, 8/3	First Day of School – Early Dismissal

SEPTEMBER

Monday, 9/3	No School – Labor Day
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OCTOBER

Wednesday, 10/3	End of 1 st Quarter
Thursday, 10/4	No School – Teacher In-service
Friday, 10/5 - Monday, 10/8	No School
Thursday, 10/18	Wolverine Growl/Block Party
Friday, 10/19	Homecoming

NOVEMBER

Friday, 11/16	Grandparents' Day – Early Dismissal
Monday, 11/19 - Friday, 11/23	No School – Thanksgiving Break

DECEMBER

Friday, 12/14	End of 2 nd Quarter/1 st Semester – Early Dismissal
Monday, 12/17 – Wednesday, 1/2	No School – Christmas Break

JANUARY

Wednesday, 1/2	Teachers Return
Thursday, 1/3	Students Return
Monday, 1/21	No School – MLK Day

FEBRUARY

Monday, 2/18	No School – President's Day
Tuesday, 2/19	No School – Teacher In-service

MARCH

Friday, 3/8	End of 3 rd Quarter
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APRIL

Monday, 4/1 - Friday, 4/5	No School – Spring Break
Friday, 4/19	No School – Good Friday

MAY

Friday, 5/3	Last Day of School for Seniors
Friday, 5/10	Last Day of School for Pre-K & Kindergarten
	Kindergarten Graduation – 9:00 am
Friday, 5/17	Last Day of School (1 st -11 th) – Early Dismissal
Saturday, 5/18	High School Graduation – 10:00 am
Monday, 5/20 - Wednesday, 5/22	Post Planning
Monday, 5/27	Memorial Day – Office Closed