



January 15, 2020

Dear Parents,

Reenrollment for school year 2020-2021 is here, and your continued investment in a Prince education speaks volumes about the priority you place on raising your child in a safe, Christ centered environment with caring teachers, small class sizes, and a deliberate approach to preserve the moral innocence of youth.

Our school's Profile Sheet is published on our website and documents our students' standardized test scores which meet or exceed the state's top performing public school system, and our students' acceptance rate at top colleges and universities surpasses other private schools in our service area who charge almost twice our tuition. But an investment in a Prince education offers so much more than a quality education in a wholesome environment; our partnership allows us to teach the same Christian values you teach at home, which is critical to laying a solid spiritual and moral foundation that your child will continue to build upon long after they leave the safe harbor of your home and our campus. Public schools and secular private schools cannot equip their students to meet this most important objective due to the simple fact that God's truth has been removed from their classrooms.

Our school remains debt free, and *this year's modest tuition increase of 4.2% is the lowest in over a decade* and averages only \$34 a month or the cost of a dinner for two. Additionally, before this school year is over, we intend on announcing two major campus improvements that will significantly enhance our students' educational experience, and these improvements will come without raising tuition to pay for them!

When you examine the scope and caliber of our academic, fine arts, athletics, and discipleship programs compared to other schools in our service area, there is no question a Prince education is the best value for the investment. Our current student and teacher retention rates exceed 94 and 95 percent, respectively, and are a demonstration of a healthy, stable school environment that places Christ at the center of its decision-making process as it consistently seeks new ways to meet the changing needs of students.

If you have any questions about our reenrollment process, I encourage you to email our Admissions Director Victoria Carter at [vcarter@princeave.org](mailto:vcarter@princeave.org) or call her at (678) 726-2305. We encourage you to reenroll early so we can continue our planning for the 2020-2021 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.

To complete our online reenrollment process, you will access your FACTS Family Portal (ParentsWeb) through your existing login.

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Login** from the menu bar and **FACTS Family Portal (ParentsWeb)** from the drop-down menu.
- The district code is PACS-GA. Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

You will need to complete reenrollment for each of your PACS students. The online process should take approximately 15 minutes per student to complete. Your information will be saved if you need to finish at a later time.

Early Reenrollment Fee	Late Reenrollment Fee	
On or before February 28	March 1 – April 30	May 1 <sup>st</sup> and Later
\$110 per student	\$210 per student	\$310 per student

- The reenrollment fee is assessed per student, not per family.
- The reenrollment fee is independent of tuition.
- Fee payment is required before you can complete the reenrollment packet.
- As part of reenrollment, you will have the option to select your preferred tuition payment plan for the 2020-21 school year (either pay in full or monthly). Select families may have the option to skip this step based on prior arrangements with the Business Office.
- When you pay the reenrollment fee, you will be given the option to use one of your saved bank accounts or credit cards from FACTS without having to reenter that information. Alternatively, you can enter a new account or debit/credit card. There are no service fees if a bank account is used, however, there is a 2.85% processing fee for debit/credit card payments.

If you do not have a FACTS Family Portal (ParentsWeb) Login:

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Login** from the menu bar and **FACTS Family Portal (ParentsWeb)** from the drop-down menu.
- After the FACTS ParentsWeb Login screen opens, please select **Create New Family Portal Account**.
- Enter **PACS-GA** into the District Code field.
- Enter in the email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A **Change/Create Password** screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into the FACTS Family Portal (ParentsWeb) as instructed above.

If you need assistance with reenrollment, or have questions, please contact us:

- Problems accessing FACTS Family Portal (ParentsWeb)? (678)726-2305 or [vcarter@princeave.org](mailto:vcarter@princeave.org)
- Need assistance with general reenrollment and/or the admissions office? (678)726-2305 or [vcarter@princeave.org](mailto:vcarter@princeave.org)
- Need assistance with the fee payment or have financial questions? (678)726- 2312 or [businessoffice@princeave.org](mailto:businessoffice@princeave.org)

## Financial Agreement

### Tuition and Fees

The tuition and fees for the school year 2020-2021 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 tuition 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 month 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 2020, you may enroll in a 12-month payment plan option: the first payment is due June 15, 2020, and the final payment is due May 17, 2021.
- 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 date on May 17, 2021.

- Alternatively, families may choose to have monthly tuition payments due on the 1<sup>st</sup> of each month, rather than the 15<sup>th</sup>.
- 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 debit and credit card payments.

### **Discounts and Financial Aid**

- Annual Payment Discount - Families who pay in full by June 15, 2020, will receive a 4% discount off their final tuition. Full payments received prior to August 1, 2020, will receive a 2% discount.
- Prince Avenue Baptist Church Member Discount – a 10% discount is available for parents and guardians who are active 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. PABC will verify all requests for this discount and will provide the school with a yes/no as to whether all criteria are met for the discount. In situations where family tithing may not cover the full discount for all students, a discount may be applied in whole student increments.
- Tuition discounts are not offered for students in the Pre-Kindergarten program.
- 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 2019 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 15<sup>th</sup> to ensure an aid award is posted to FACTS prior to the first tuition payment date.
  - Visit <https://online.factsmgmt.com/aid>. The username and password will be different from your FACTS Family Portal (ParentsWeb) log-in.

### **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 **Wednesday, April 1, 2020**.

### **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 is available on the school website at <http://www.princeave.org/admissions/tuition-fees>. Please use the posted incidental fees as a guideline until the 2020/21 fees are finalized 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 the 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 the 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.



## Tuition and Fee Schedule 2020 – 2021

Annual Tuition		
	Full year	Monthly rate based on 12 equal payments
Pre-K (3 day Tues, Wed, Thurs) mornings only	\$4,260	\$355
Pre-K (5 day) mornings only	\$4,884	\$407
Lower School (Kindergarten – 5 <sup>th</sup> grades)	\$9,540	\$795
Middle and High School (6 <sup>th</sup> – 12 <sup>th</sup> grades)	\$10,788	\$899

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, 15, 2020 and the final payment due on May 17, 2021. The tuition for students who are accepted after June 15<sup>th</sup> will be spread over the remaining months of the school year with the final tuition payment due on May 17<sup>th</sup>.

Tuition Discounts		
Prince Avenue Baptist Church Member Discount	10%	Parents/guardians who are active members of PABC, which includes 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, 2020
	2%	Tuition is paid in full by August 1, 2020
Pre-K Level Students	No Discounts	Discounts are not offered for the Pre-K level

Reenrollment Fees for Returning Students (Non-Refundable) for 2020-2021		
Early Reenrollment Fee	Late Reenrollment Fee	
On or before February 28	March 1 – April 30	May 1 <sup>st</sup> and Later
\$110 per student	\$210 per student	\$310 per student

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	\$45	Covers a student's supplies. Billed in August.	Pre-K – 5 <sup>th</sup> Grades
Technology Fee	\$330	Billed in 10 monthly installments (Aug – May).	6 <sup>th</sup> - 12 <sup>th</sup> Grades
Graduation Fee	\$70	Covers regalia, diploma, and ceremony supplies. Billed in March.	Kindergarten
	\$185		12 <sup>th</sup> 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	\$330	6 <sup>th</sup> - 12 <sup>th</sup> grade international students (due annually)
International Student Fee	\$2,500	Due annually
FACTS Management Fee	\$50	Due annually
Graduation Fee	\$185	Due only for 12 <sup>th</sup> 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](http://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

## 2020-21 Academic Calendar

*(Revised 1/9/2020)*

### AUGUST

Monday, 8/3 – Friday, 8/7	Teacher Preplanning
Friday, 8/7	Wolverine Welcomes
Monday, 8/10	First Day of School – Full Day

### SEPTEMBER

Monday, 9/7	No School – Labor Day
-------------	-----------------------

### OCTOBER

Friday, 10/9	End of 1 <sup>st</sup> Quarter
Monday, 10/12 - Wednesday, 10/14	No School – Fall Break
Wednesday, 10/14	Teacher Professional Development

### NOVEMBER

Thursday, 11/5	Wolverine Growl
Friday, 11/6	Homecoming
Wednesday, 11/11	Veterans Day Ceremony
Friday, 11/20	Grandparents' Day – Early Dismissal
Monday, 11/23 – Friday, 11/27	No School – Thanksgiving Break

### DECEMBER

Friday, 12/18	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester – Early Dismissal
Monday, 12/21 – Monday, 1/4	No School – Christmas Break

### JANUARY

Monday, 1/4	Teachers Return – Teacher Professional Development
Tuesday, 1/5	Students Return
Monday, 1/18	No School – MLK Day

### FEBRUARY

Monday, 2/15	No School – President's Day
Tuesday, 2/16	No School – Teacher Professional Development

### MARCH

Friday, 3/12	End of 3 <sup>rd</sup> Quarter
--------------	--------------------------------

### APRIL

Friday, 4/2	No School – Good Friday
Monday, 4/5 - Friday, 4/9	No School – Spring Break

### MAY

Friday, 5/7	Last Day of School for Seniors
Saturday, 5/15	High School Graduation – 10:00 am
Thursday, 5/20	Kindergarten Graduation – 9:00 am
Friday, 5/21	Last Day of School (Pre-K-11 <sup>th</sup> ) – Early Dismissal
Monday, 5/24 - Wednesday, 5/26	Teacher Post Planning
Monday, 5/31	Memorial Day – Office Closed