

**STATEMENT OF COOPERATION AND AGREEMENT**

This Statement of Cooperation and Agreement outlines the financial obligations, behavioral expectations, and policies that students and their parents/guardians must uphold as members of the Apostolic Christian Academy (ACA) community. By signing below, both the student and parent/guardian agree to comply with these terms and support the school’s mission and values.

**I. Registration Fees:**

Early registration: \$25 (will expire May 1)

Normal: \$150 (after May 1)

The registration fee is non-refundable, ensures a place in the classroom, and is payable with each application annually.

**II. Book Fees:**

**ANNUALLY**

<b>K5-12<sup>th</sup> Grade</b>	<b>\$575.00</b>
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All book fees must be paid in full by July 1. Books will not be ordered until fees are paid in full. Please note that a \$25 late fee will be charged after July 2

**III. Tuition Investment:**

	<b><u>MONTHLY</u></b>	<b><u>ANNUALLY</u></b>
<b>K5-12<sup>th</sup> Grade</b>	<b>\$650.00</b>	<b>\$6,500.00</b>

This investment covers tuition, two field trips, and ACA Performing Arts costumes (Christmas Spectacular & Spring Program).

**IV. High School Fees (9<sup>th</sup> – 12<sup>th</sup> Grade ):**

	<b><u>MONTHLY</u></b>	<b><u>ANNUALLY</u></b>
<b>9<sup>th</sup> – 12<sup>th</sup> Grade</b>	<b>\$56.00</b>	<b>\$560.00</b>

Includes Class Trip (meals not included), Jr./Sr. Class Banquets and Graduation Reception. Note: Graduation Cap and Gown is an additional fee)

**V. Additional Expenses:**

- Sports fees: \$250 per sport for Middle/High School, \$125 per sport for elementary
- School of Music fees: \$20 per lesson
- Advanced Learning Services: \$30 per session
- Lunch Program: \$6.50 per day (billed monthly)

- ACA Crew Sweaters and merchandise: price TBD

\*ACA has done its best to estimate the investment and fees for the upcoming year. However, all fees are subject to change, and any unforeseen fees may be added at any time.

\* Fees are calculated based on enrollment for the entire high school career; adjustments will be made for students entering mid-career.

**\*Registration fees, book fees, and tuition investments are nonrefundable.**

## VI. Payment Options:

### **Families who qualify for Education Freedom Scholarship Act**

- Parents must apply for the Education Freedom Scholarship.
- Upon qualification, the Department of Education will collaborate with ACA to remit payment for tuition investments and book fees.
- All other expenses (e.g., high school fees, School of Music, field trips, Advanced Learning Services, atypical expenses, lunch program, and sports fees) remain the responsibility of the parent/guardian and must be paid via cash, check, or Smartcare account.

### **Families who *DO NOT* qualify for Education Freedom Scholarship Act**

- If your child does not qualify for the Education Freedom Scholarship Act, ACA will have the option of a secondary scholarship available to assist in the overall cost to attend ACA.
- Once the scholarship amount has been determined and awarded, each parent/guardian will be given the following options:
  - A. Pay in full: Parents can choose to pay by semester or by the school year.
  - B. Payment Plan: (10-month plan: August-May): This option requires payments to be set up on auto-draft. When setting up your plan in Smartcare, payments will be auto drafted on the 1st of each month. If payment has not been received by the 15th of each month, a \$30 late fee will be added to your account. \*This includes tuition investment, book fees, lunches, or any other charge that is applied to your Smartcare account. In the event that the auto-draft day falls on a non-business day, the payment will be processed on the next working business day.
  - C. To better serve our school community, we have added in clarification to the structure of Smartcare Billing System: Smartcare processes payments in batches on the 26th of each month for the following month's fees. For instance, the payment for August will be processed on July 26th. Auto-draft is set in Smartcare to occur on the 1st of each

month. If payment is not paid on the 1st, you have until the 15th to pay the account balance and must contact the office to make us aware of your payment plan.

**VII. Accepted Payment Methods:**

- ACH: Automatic deduction from checking or savings initiated by your bank.
- Debit Cards.
- Credit Cards: VISA, AMEX, MasterCard, Discover. (Please note: All card payments will incur an additional fee of 2.85%.)

All accounts must be current for pre-registration. Delinquent accounts must be paid in full before the start of a new school year.

**VIII. Consequences of Delinquency:**

- If an account becomes delinquent during the school year, the student may not attend classes and extracurricular activities will be suspended until the account is current.
- Grade cards will be withheld at the end of a grading period until the account is current.
- Parents with delinquent accounts will be notified, and no grade cards, diplomas, or records will be released until the amount owed is paid in full.

**IX. Declined Payments:**

- If a payment is declined, a three-day grace period will be given to resolve the issue and make the current payment.
- After the grace period, a \$50.00 charge will be applied, and students may not be allowed back into class until payment is made.

1. Since the fees do not cover the actual cost of educating our child/children, we recognize that participation is needed in prayer and service. In order to properly share in his/her training, we also recognize that prompt, consistent payment of our account is extremely vital to the school and will handle our business relationship with the school accordingly.
2. All new students are accepted on a six-week trial basis. To satisfactorily complete this trial program, a student must maintain a (C) grade average and exhibit a cooperative attitude with our school program.
3. In full cooperation with the school, I sincerely pledge my loyalty to the aims and ideas of the school and will bring any and all questions and criticism directly to the administration so that those in authority may properly consider them.
4. Please be aware that posting negative comments on social media sites about ACA, ACA staff, or other related topics is unacceptable. This behavior goes against ACA's values of compliance and parental/guardianship partnership. If this policy is not followed, it may result in the withdrawal of the student.
5. The teachers and administration are hereby given full discretion in the discipline of my

child/children. This may include various forms of positive reinforcement or the issuing of detention, suspension, or expulsion from the school.

6. I also give my permission for my child to participate in all school activities, such as physical education activities and school-sponsored trips, etc. I authorize ACA to take photographs and/or videos of school activities and post them for promotional purposes benefiting the school.
7. In case of an accident or serious illness to my child (student), I request the school personnel contact me. If they are unable to reach me, I hereby authorize them to call my physician, and to follow his/her instructions. If it is not possible to contact his physician, the school personnel may make the necessary arrangements.
8. I understand that no student will be accepted by **APOSTOLIC CHRISTIAN ACADEMY** who has experimented with illegal drugs or participated in occult activities. I understand any use/experiment of contraband drugs will result in immediate expulsion with no right to appeal. I understand that students of **ACA** are expected to keep high standards and to have high moral conduct. No student sexually active will be admitted to **ACA**. I further understand that any violation of this rule will result in expulsion.

**NOTE:** Parents/guardians of the student named above, has he/she ever been disciplined by any other school for the use of drugs or for promiscuous behavior? **YES** \_\_\_ **NO** \_\_\_

If yes, when and what action was taken?

9. I further agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Apostolic Christian Academy or any employee or agent thereof, on my child's behalf and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other cost that Apostolic Christian Academy or its agent should incur to defend itself against such action.
10. I understand that the tuition for my child/children attending ACA is arranged on, and is due on, the first of each month, August through May. Furthermore, it is understood that if payment has not been received by the 15th of the month, a late fee will be added and my child/children will not be allowed to attend class until the tuition is paid current. I also understand that grade cards will be withheld until the past due amount is paid and that the annual offer of half price pre-registration will not be available to any delinquent account.

11. Maintaining the integrity of the learning environment is the top priority

- Students will NOT be permitted to have cell phones in their possession throughout the school day.
- Students MUST leave their cell phones in their vehicle or in the holding bin at the reception desk during the school day; cell phones shall cause no disruption.

**If a cell phone is not left in their vehicle or in the holding bin at the reception desk, disciplinary action will include but is not limited to confiscation of the phone.** Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time determined by an administrator.

- **The first and second confiscation of the phone will only be returned when retrieved by a parent or guardian.**
- **The third offense will result in student being banned from having any cell phone on campus.**
- **After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension.**

**There will be absolute ZERO TOLERANCE on cell phone use.**

This is a contract regarding my student's possession of a cellular telephone on campus. On the third offense, your child will not be able to have any cell phone on campus. If he/she is caught with any cell phone, it will result in two days of suspension. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of my child's cellular phone while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone. Should my student's cell phone be confiscated, I understand that it will only be returned when I come to school to retrieve it.

12. Plagiarism: I acknowledge that plagiarism is a serious offense, equivalent to intellectual theft and dishonesty.

I have been informed about the definition of plagiarism and am familiar with related concepts such as "quotation," "paraphrase," and "source citation." I understand that using text from the internet or any other source without proper attribution constitutes plagiarism.

To uphold academic integrity, I commit to always crediting the source of any ideas, phrases, or passages I incorporate into my work. When directly quoting text, including from electronic sources, I will use quotation marks and provide appropriate attribution. When paraphrasing, I will still acknowledge the original author, even if the wording is my own. I will not enlist others to complete my assignments, nor will I submit purchased essays as my own work.

Furthermore, I recognize that using artificial intelligence (AI) tools—such as chatbots or essay-generating software—to produce my assignments violates academic honesty unless explicitly

permitted by my instructor. I will rely on my own efforts for all work submitted under my name.

Should I engage in plagiarism or cheating, I understand the following consequences will apply:

- Any assignment found to contain plagiarism or cheating will receive a failing grade, regardless of whether it is a draft.
- A formal report documenting the incident will be submitted to the ACA administration.
- I may be permitted to submit a replacement assignment, though it will also be assigned a failing grade.
- A subsequent instance of plagiarism in another assignment will result in failure of the course.

Academic dishonesty, in any form, is not tolerated. If I am found cheating on an assignment or exam—whether by copying from another student, allowing my work to be copied, or completing another student’s work—I will receive a zero for that task. Depending on the severity, additional disciplinary measures may be imposed, up to and including expulsion from ACA. I am committed to maintaining integrity in my academic endeavors and will neither engage in nor facilitate dishonest practices.

By signing below, I, the student and parent of student, agree to abide by the rules set out in this Handbook and uphold the provisions of the Statement of Cooperation and Agreement.

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Print Name of Student

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Signature of Student

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Print Name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date