PRINCE
AVENUE CHRISTIAN SCHOOL

January 11, 2023

Dear Parents,

The population growth in our service area is increasing, and so has the number of parents seeking admission for their children at our school. The recurring theme we hear from prospective families is the desire to have their children educated in a conservative, Christian environment with like-minded families who value biblical truth. We remain unapologetic in our faith, and our covenant school model is appealing to more families as the social norms of our country continue to change rapidly.

Our "optimized student enrollment" is 850 students, which is associated with several factors: size of facilities, our low student to teacher ratios, the number of class "sections" in lower school, and the wide selection of classes in our eight-period middle and high school schedules. We are already operating at 850 students, and the number of applicants seeking admission to our school continues to grow.

Our intent is not to pressure you to reenroll your student before you are ready. Still, we must be transparent that we cannot "guarantee" your child's space if he or she is not reenrolled by February 8 since we will start admitting applicants on February 9. This year's 5.75% tuition increase allows for the largest increase in teacher compensation in my eight years as head of school. Teachers are at the heart of a school's success, and ensuring we recruit and retain the highest quality, mission fit teachers directly benefits our students.

If you have specific questions, please don't hesitate to contact our Admissions Director, Victoria Carter (vcarter@princeave.org 678-726-2305), or Admissions Counselor Nan Lavender (nlavender@princeave.org 678-726-2347) who will be glad to assist you. We are a school that has been blessed beyond measure, and we look forward to an exciting second half of the school year!

Sincerely,

Col Seth Hathaway, Ed.D
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 through your existing login.

- Please go to www.factsmgt.com
- Select **Family Log In** from the menu bar and **FACTS Family Portal** 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.

Reenrollment Fees for Returning Students (Non-Refundable) for 2023-2024	
Early Reenrollment Fee	**Late Reenrollment Fee**
On or before February 8th	February 9th and Later
$145 per student	$275 per student

- The reenrollment fee is assessed per student, not per family.
- The reenrollment fee is independent of tuition.
- *New for 2023-2024*: This reenrollment fee now covers the annual FACTS fee that was previously assessed with your first tuition payment.
- 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 2023-2024 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 2.95% processing fee for debit/credit card payments.

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

Assistance Needed	Phone	Email
FACTS login / password	(678)726-2305	vcarter@princeave.org
Enrollment process		
Fee payment / tuition	(678)726-2311	lora.morris@princeave.org

Financial Agreement

Tuition and Fees
The tuition and fees for the school year 2023-2024 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.

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 2023, you may enroll in a 12-month payment plan option: the first payment is due June 15, 2023, and the final payment is due May 15, 2024.
- 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 15, 2024.
- 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. 2.95%) for debit and credit card payments.

Discounts and Financial Aid

- Annual Payment Discount - Families who pay in full by June 15, 2023, will receive a 4% discount off their final tuition. Full payments received prior to August 1, 2023, 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 2022 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.
    - Visit https://online.factsmgt.com/aid. The username and password will be different from your FACTS Family Portal 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 **Monday, April 10, 2023.**

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 2023-2024 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 reenroll, 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 to pay full tuition for the contract period, which is one school year. Because teacher 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 but prior to the first day of school:*

  If a student is withdrawn after reenrollment but before the first day of school, the contracting party forfeits the reenrollment fee and will be charged two full months of tuition (20% of the annual total) for the upcoming school year. Following the receipt of two full months of tuition for the upcoming school year AND after all outstanding financial balances are paid, the contracting party will be released from the remaining tuition balance for the upcoming school year.

- *Withdrawal following the first day of school:*

  If a student is withdrawn after the first day of school, tuition for the remainder of the school year is required. Case by case exceptions may be granted by the head of school for reasons such as relocation, change in marital status, and employment termination (loss of income). All requests must be submitted in writing.

Tuition and Fee Schedule 2023-2024

Annual Tuition		
	Full year	**Monthly rate based on 12 equal payments**
PreK-3 / PreK-4 (3 day) Mornings Only (Tues, Wed, Thurs)	$4,992	$416
PreK-3 / PreK-4 (5 day) Mornings Only	$5,724	$477
Lower School (Kindergarten – 5th grades)	$11,172	$931
Middle and High School (6th – 12th grades)	$12,624	$1052

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, 2023 and the final payment due on May 15, 2024. 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%	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	$500	A discount of $500 per year will be applied for each student beyond the first child.
Annual Payment Discount	4%	Tuition is paid in full by June 15, 2023.
	2%	Tuition is paid in full by August 1, 2023.
Pre-K Level Students	No Discounts	Discounts are not offered for the Pre-K level.

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

Required Fees (Non-Refundable)			
Lower School Supply Fee	$50	Covers a student's supplies. Billed in August.	PreK-3- 5th Grades
Technology Fee	$100	Billed in 10 monthly installments (Aug – May).	K- 5th Grades
	$350		6th- 12th Grades
Graduation Fee	$70	Covers regalia, diploma, and ceremony supplies. Billed in March.	Kindergarten
	$185		12th 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	$100	K- 5th Grades (paid annually)
	$350	6th- 12th Grades (paid annually)
International Student Fee	$2,900	Due annually
Graduation Fee	$185	Due only for 12th 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.

2023-24 Academic Calendar

JULY - AUGUST

Monday, 7/31 – Friday, 8/4	Teacher Preplanning
Friday, 8/4	Wolverine Welcomes
Monday, 8/7	First Day of School – Full Day

SEPTEMBER

Monday, 9/4	No School – Labor Day
Friday, 9/15	Homecoming

OCTOBER

Friday, 10/6	End of 1st Quarter
Monday, 10/09 - Wednesday, 10/11	No School – Fall Break
Wednesday, 10/11	Teacher Professional Development

NOVEMBER

Friday, 11/10	Veterans Day Ceremony
Friday, 11/17	Grandparents' Day – Early Dismissal
Monday, 11/20 – Friday, 11/24	No School – Thanksgiving Break

DECEMBER

Friday, 12/15	End of 2nd Quarter/1st Semester – Early Dismissal
Monday, 12/18 – Tuesday, 1/2	No School – Christmas Break

JANUARY

Tuesday, 1/2	Teachers Return – Teacher Professional Development
Wednesday, 1/3	Students Return
Monday, 1/15	No School – Martin Luther King Day

FEBRUARY

Monday, 2/19	No School – President's Day
Tuesday, 2/20	No School – Teacher Professional Development

MARCH

Friday, 3/08	End of 3rd Quarter
Friday, 3/29	No School – Good Friday

APRIL

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

MAY

Friday, 5/3	Last Day of School for Seniors
Wednesday, 5/15	Kindergarten Graduation – 9:00 am
Friday, 5/17	Last Day of School (PreK-3-11th) – Early Dismissal
Saturday, 5/18	High School Graduation – 10:00 am
Monday, 5/20 - Wednesday, 5/22	Teacher Post Planning
Monday, 5/27	Memorial Day – Office Closed