



January 12, 2022

Dear Parents,

Reenrollment begins January 12th, and we are taking a new approach to reenrollment this year, so I encourage you to take a moment to read this letter.

Our school remains in a *controlled growth* cycle, and the words *controlled growth* are deliberate in choice. While we admitted a record number of new students this school year, we also declined 35 applicants. Those types of decisions are difficult, but necessary, to ensure we accept families who are aligned with our school's culture. As of today, more applicants have already applied for next school year than at this time during the past seven years. Many of these applicants have completed entrance testing; we have interviewed their parents to ensure the family is an appropriate mission fit, and the students' acceptances are pending reenrollment once we determine how many seats are available.

Our student retention forecasts for this school year were extremely accurate (at 94%, we far exceeded the Southern Association of Independent Schools average of 88%), and our trending data for SY 2022-2023 indicates we will have more reenrolled students and applicants than we can accommodate. The recurring theme we hear from applicant families is a desire to educate their children in a Christian environment with other families who place a strong emphasis on conservative values. As the social norms of our country continue to rapidly change, our covenant school model is appealing to more families.

Our intent is not to pressure you to reenroll your student before you are ready, but we must be transparent that we cannot "guarantee" your child's space if they are not reenrolled by February 9th since we will start admitting applicants on February 10th. I am pleased to report our multi-child discount has increased from \$125 to \$500, and our withdrawal payment costs were also restructured and can be reviewed in the Family-School Handbook. This year's 5.65% tuition increase allows for a 4% salary increase for our dedicated faculty.

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 (ParentsWeb) through your existing login.

- Please go to 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.

Reenrollment Fees for Returning Students (Non-Refundable) for 2022-2023	
Early Reenrollment Fee	Late Reenrollment Fee
On or before February 9 th	February 10 th and Later
\$115 per student	\$250 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 2022-23 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
- 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
- Need assistance with general reenrollment and/or the admissions office? (678)726-2305 or vcarter@princeave.org
- Need assistance with the fee payment or have financial questions? (678)726- 2311 or businessoffice@princeave.org

Financial Agreement

Tuition and Fees

The tuition and fees for the school year 2022-2023 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 2022, you may enroll in a 12-month payment plan option: the first payment is due June 15, 2022, and the final payment is due May 15, 2023.
- 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, 2023.

- 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 debit and credit card payments.

Discounts and Financial Aid

- Annual Payment Discount - Families who pay in full by June 15, 2022, will receive a 4% discount off their final tuition. Full payments received prior to August 1, 2022, 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 2021 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 13th 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 **Friday, April 1, 2022**.

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 2022/23 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 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 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 2022-2023

Annual Tuition		
	Full year	Monthly rate based on 12 equal payments
PreK-3 / PreK-4 (3 day) Mornings Only (Tues, Wed, Thurs)	\$4,716	\$393
PreK-3 / PreK-4 (5 day) Mornings Only	\$5,412	\$451
Lower School (Kindergarten – 5 th grades)	\$10,560	\$880
Middle and High School (6 th – 12 th grades)	\$11,940	\$995

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, 2022 and the final payment due on May 15, 2023. 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, 2022
	2%	Tuition is paid in full by August 1, 2022
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)			
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 th Grades
Technology Fee	\$80	Billed in 10 monthly installments (Aug – May).	K- 5 th Grades
	\$330		6 th - 12 th Grades
Graduation Fee	\$70	Covers regalia, diploma, and ceremony supplies. Billed in March.	Kindergarten
	\$185		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	\$80	K- 5 th Grades (paid annually)
	\$330	6 th - 12 th Grades (paid annually)
International Student Fee	\$2,900	Due annually
FACTS Management Fee	\$50	Due annually
Graduation Fee	\$185	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.



2022-23 Academic Calendar

Revised 1/6/22

AUGUST

Monday, 8/1 – Friday, 8/5
Friday, 8/5
Monday, 8/8

Teacher Preplanning
Wolverine Welcomes
First Day of School – Full Day

SEPTEMBER

Monday, 9/5

No School – Labor Day

OCTOBER

Friday, 10/7
Monday, 10/10 - Wednesday, 10/12
Wednesday, 10/12

End of 1st Quarter
No School – Fall Break
Teacher Professional Development

NOVEMBER

Friday, 11/11
Friday, 11/18
Monday, 11/21 – Friday, 11/25

Veterans Day Ceremony
Grandparents' Day – Early Dismissal
No School – Thanksgiving Break

DECEMBER

Friday, 12/16
Monday, 12/19 – Tuesday, 1/3

End of 2nd Quarter/1st Semester – Early Dismissal
No School – Christmas Break

JANUARY

Tuesday, 1/3
Wednesday, 1/4
Monday, 1/16

Teachers Return – Teacher Professional Development
Students Return
No School – MLK Day

FEBRUARY

Monday, 2/20
Tuesday, 2/21

No School – President's Day
No School – Teacher Professional Development

MARCH

Friday, 3/10

End of 3rd Quarter

APRIL

Monday, 4/3 - Friday, 4/7

No School – Spring Break

MAY

Friday, 5/5
Wednesday, 5/17
Friday, 5/19
Saturday, 5/20
Monday, 5/22 - Wednesday, 5/24
Monday, 5/29

Last Day of School for Seniors
Kindergarten Graduation – 9:00 am
Last Day of School (PreK-11th)- Early Dismissal
High School Graduation- 10:00 am
Teacher Post Planning
Memorial Day – Office Closed