



# ASCENSION CLASSICAL SCHOOL

## Enrollment Directions and Procedures

There is a two-step process for enrollment, all of which will be done in Scholae:

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### Scholae Login

- Log in to your Scholae account: <https://acs.scholae.app/home>.
- Click on “Apply / Enroll”. This will take you to the Student Applications screen.
- Select the student and click “Start Application”. This will take you to the Enrollment Application screen.

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### Enrollment Submission

- Upon landing on the Enrollment Application screen, you will see a sidebar containing each of the enrollment categories. To progress through the application, simply review each page, updating or completing any necessary information, and click “Next” at the bottom of each screen.
- *NEW for 2024-2025:* To streamline your enrollment experience, the paper-based contracts used in the past have been embedded in the Enrollment Application.

**Note:** If you have a kindergartener or sibling that was not previously enrolled, please click on “Create a New Student Application” at the bottom of the *Student Applications* screen.

## Tuition Schedule

**Signed Contracts are due April 1.** Please note that any contracts signed after April 1 will have an increased registration fee, as noted in the Fee Schedule below.

School	Tuition
Grammar School	\$8,420
Logic and Rhetoric School	\$8,820

Tuition will be charged monthly via FACTS over a 10-month period (July – April), beginning **July 1**. Families wishing to make a single tuition payment should submit payment prior to June 15 to ensure their FACTS account is not charged July 1.

## Fee Schedule

Fee Type	Amount	FACTS Charge
Registration Fee	\$400	May 1
Late Registration Fee (after April 1)	\$550	May 1 or thereafter
Student Supply Kit	\$75	August 15
Sports/Athletic/Elective Fees	Varies by activity	Per semester

## Discounts & Financial Aid

### Multi-Student Discounts

Families with two or more children will be granted a multi-student tuition discount at the rates shown below:

Student	Discount
2 <sup>nd</sup> child	5%
3 <sup>rd</sup> child	10%
4 <sup>th</sup> child	15%
5 <sup>th</sup> child and beyond	20%

### Pastor Discount

Families with one or more parent/guardian serving in full-time ministry will be granted a 20% tuition discount.

### Tuition Assistance

Thanks to the generosity of faithful donors, Ascension is able to offer needs-based tuition assistance for qualifying families. Applications for assistance can be made through your FACTS account (<https://online.factsmgt.com/SignIn.aspx>).

## Financial Obligations

The school fully expects all parents to stay current with their tuition and fee responsibilities, and to honor financial commitments made with the school. The following policy governs all issues regarding the collection of tuition and fees.

1. Parents must enroll in FACTS and make periodic payments.
2. All tuition and fees are non-refundable.

3. Parents using the FACTS tuition program will be informed that FACTS assesses a mandatory late fee of \$50 for payments that are 5 days (or more) past due. FACTS will issue a letter directly to the parents concerning this matter.
4. For all tuition payment plans (including the FACTS tuition program), an authorized representative of the school will inform the Head of School when any tuition payment is 30 days past due. In addition, the Head of School will report to the board on the number of families who are in arrears each month. At such time, the parents will be notified by letter of the delinquency and informed that the situation must be cured (i.e., current on all outstanding payments) within 30 days. During this period of delinquency, steps may be taken by the school administration to bring the matter to the parents' attention, including removing family access to school records or limiting students' participation in extracurricular activities.
5. If, after an additional 30-day period (90 days from initial delinquency and a period during which parents can apply for financial aid and receive results), all outstanding tuition payments are not brought current, the parents will be notified and the student will not be allowed back into the school. The Board will also be notified of the specific delinquency at this time.
6. Should the student arrive at the school after such notification, the student will be held out of class and the parents will be called to pick up the student.
7. For the student to be allowed back into the school, an authorized representative of the school must sign a document officially informing the Head of School that the delinquency has been cured.
8. All payments must be received by 12:00 p.m. on the due date for the student to return to campus the following day.
9. Once a family has signed a contractual agreement to enroll a student (and, therefore, reserved a spot for a student), the school expects the family to honor its promise to pay tuition in full, regardless of circumstances and regardless of when the student withdraws.

**NON-DISCRIMINATION STATEMENT:** Ascension Classical School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national origin and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other School-administered programs.