



# 2021-22 TUITION INFORMATION & POLICIES\*

- ◆ All (pre-pay and monthly) tuition and fees are paid via electronic transfer through FACTS Tuition Management. Contact Laura Imlach in the Tuition Office at 734-459-3505 x 3156 if you have any questions.
- ◆ Tuition is payable by the following options:
  - **Full payment** (tuition and fees): Due on or before May 31st. Payment is made electronically through checking, savings, or credit card (2.85% convenience fee): Visa, MasterCard, Discover, American Express through the FACTS program. If full payment is made, a pre-payment discount will be offered.
  - **Monthly payment** (tuition and fees): Monthly payments will be made by electronic transfer through the FACTS program. There are several new options including method of payment, length of payment terms, and payment dates
- ◆ A student's account must be current by the first day of school, and at least ½ the balance paid off by Christmas break in order to continue attending school. By graduation, the account must be current to complete graduation and receive student records.
- ◆ If a student withdraws *after* entering classes (on the student's/family's initiative), the student will be charged for any portion of a month that the student attends PCA. Tuition will be pro-rated based on the 10-month school year (September through June), but **all fees will be held.**
- ◆ Should a student withdraw *after* being accepted but *prior* to the beginning of the school year, the **application fee will be held, plus 10% of the tuition. Remaining tuition and all other fees will be refunded.**
- ◆ Should a *re-enrolled student withdraw prior* to the beginning of the school year, 10% of **the tuition will be held, but remaining tuition and all other fees will be refunded.**
- ◆ Returned checks will carry a \$25 processing fee.
- ◆ Records and transcripts will be forwarded to another school or college for students whose tuition, fees, and fine accounts are current. An Incomplete will be applied to a student's courses if his/her account is not current.
- ◆ **FACTS Policies:**
  - Most banks charge a fee for Non-Sufficient Funds (NSF)
  - FACTS charges a \$30 NSF fee

\* Other tuition policies are noted in the Parent/Student Handbook