

Finance and Enrollment Guidelines

Dear Parents,

We know that these unprecedented times have impacted every family in our school and area. Below are guidelines to navigate any changes to enrollment or tuition payments. We appreciate your patience as at this time our facility has no phone and internet service.

The current plan at Houma Christian School is to embed makeup days and minutes into the current school year so that students will still receive a full year of instruction.

Tuition Payment Guidelines

While the school allows parents to pay annual, semi-annual or in monthly installments, all tuition is calculated for the current fiscal year and the full amount is due for students who remain enrolled.

If a parent wishes to move their September or October payment to June they may do so by calling FACTS directly at (866) 441-4637. FACTS will authenticate the account with the customer number or agreement number. Please note that payment modifications cannot be made within three business days of the scheduled auto draft. Any requests must be made prior to this date.

Withdrawing from Houma Christian School

HCS does not currently have phone or internet service. If you wish to withdraw your child from the school please complete the Google form link below.

<https://forms.gle/zTrfYLo5qxxYKFdZ6>

Withdrawal paperwork and forwarded records will be processed starting September 27th pending internet and phone service is restored.

Any student who drops from the roster prior to October 4th will receive a refund of the September tuition amount. Drops after October 4th will be issued a refund for October if it has been paid.

Any unused concession funds over \$10 will also be refunded and mailed. Balances of less than \$10 will not be mailed.

All refunds will be processed after October 4th and will be mailed to the address on file with FACTS. Please make sure you've updated your account mailing address in FACTS.

All financial accounts must be up to date.

Enrollment at Houma Christian School

No admissions decisions will be made prior to October 4th. Applications may be remitted to 109 Valhi Blvd. with all required paperwork prior to then for consideration. Applications can be found on our website under the admissions tab.