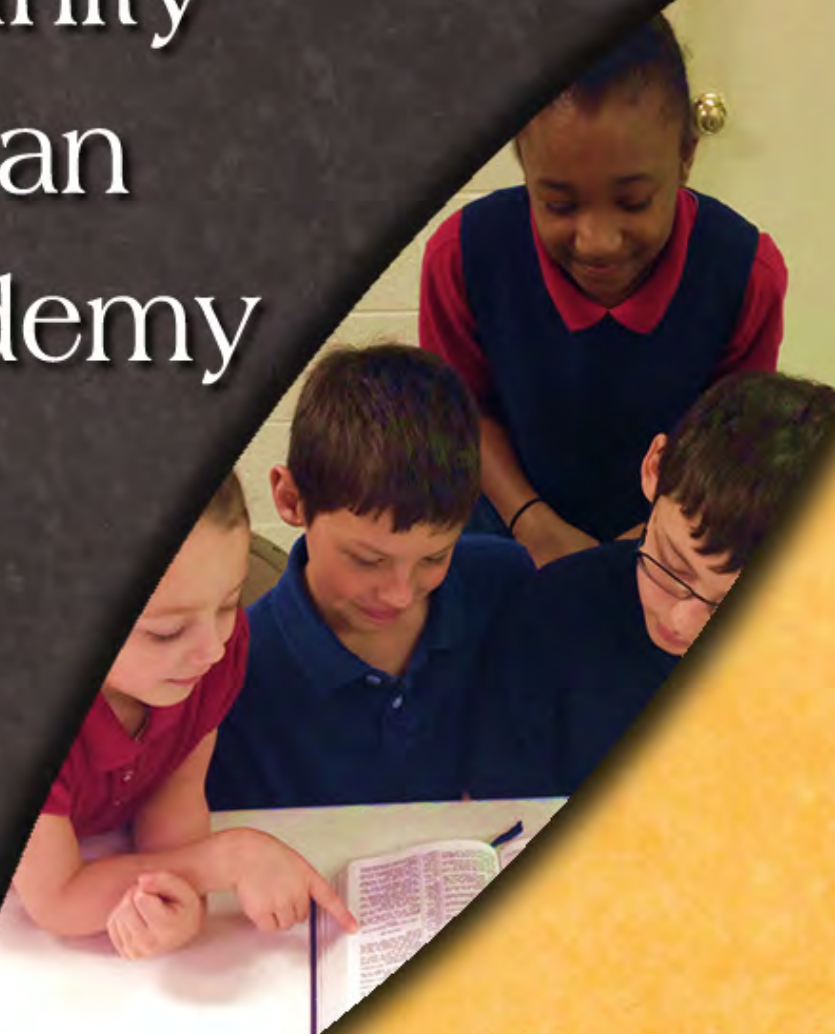




HAND BOOK

2025-2026

Community
Christian
Academy



TRAINING GOOD
&
GODLY KIDS

Community Christian Academy

7909 Fortson Rd. • Columbus, GA 31906

706.221.7352

e-mail: Office@CCAofColumbus.com
website: www.CCAofColumbus.com

Dear Parents and Students,

Thank you for choosing Community Christian Academy (CCA) as your partner in Christian education. After forty years of traditional operation, CCA is entering an exciting new season as we add a homeschool-based model to our accredited program. Though the structure has changed, our mission remains the same: to provide academic excellence built upon the unshakable foundation of God's Word.

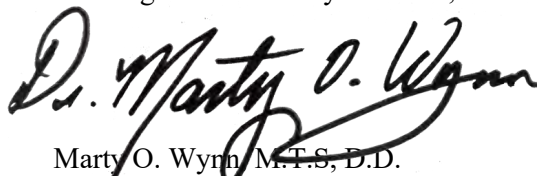
We are grateful for your desire to be a part of the CCA family. You will find our faculty and support team to be dedicated, encouraging, and available to assist each student and family. Our role is to come alongside parents as they fulfill their God-given responsibility to educate their children (Deut. 6:6–7; Eph. 6:4), and we count it a privilege to walk this path with you.

The goal of CCA remains unchanged: to deliver a quality academic education while emphasizing spiritual growth and biblical truth. Community Christian Academy is not simply a religious institution—it is a distinctly Christian school, grounded in Scripture and committed to cultivating godly character. We expect that students and families representing CCA will strive to maintain a consistent Christian testimony in the home, the church, and the community.

As with any great endeavor, success in this model requires discipline, diligence, and a spirit of cooperation between parents, students, and our CCA team. Our vision, high standards, and Christ-centered values will guide us as we seek to equip students for both college and life, grounded in a biblical worldview.

We trust that the information in this handbook will serve as a helpful resource. Should you have any questions after reading it, please do not hesitate to contact our school office. Additionally, our website—www.CCAofColumbus.com—may provide the answers you need.

Training Good & Godly Children,

A handwritten signature in black ink that reads "Dr. Marty O. Wynn". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Marty O. Wynn, M.T.S., D.D.
Administrator

Policy Handbook
2025-2026
Community Christian Academy
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Our Purpose

Community Christian Academy is a Christian school that exists to serve Christian families who desire an education marked by academic excellence, grounded in a biblical worldview, and aimed at glorifying God in all things

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Parent & Student Handbook

Our Philosophy

It is the belief of *Community Christian Academy* that the responsibility of education is incumbent upon the parents, because the children are given by God to the parents who are the educators (Deut. 6:4-10). *CCA* exists for the purpose of assisting Christian parents with their responsibility to educate their children according to the teachings of Scripture, so that each student might excel academically and exhibit Christlikeness and recognize their responsibility to grow in maturity, in obedience to God, and in service to others.

Our Core Doctrinal Beliefs *(A Summarized Version)*

A full version may be read on our site at: CCAofColumbus.com

The Bible

We believe the Bible, comprised of sixty-six books, is the verbally inspired, infallible, and inerrant Word of God (2 Timothy 3:16–17; 2 Peter 1:20–21).

The Godhead

We believe in one God, eternally existing in three Persons—Father, Son, and Holy Spirit—equal in nature, power, and glory (Genesis 1:26; Deuteronomy 6:4; Isaiah 6:3).

Salvation

We believe all are sinners in need of salvation. Salvation is a free gift of God's grace, received through faith in Jesus Christ alone (Romans 3:10, 23; 6:23; 10:9–13; John 1:12).

Eternity

We believe in the eternal joy of the saved in heaven and the judgment of the lost in the Lake of Fire (Revelation 19:11–15; 21–22).

Creation

We believe God created all things in six literal 24-hour days. We reject evolution and all non-literal theories of origin (Genesis 1–2; Exodus 20:11).

Human Sexuality

We believe marriage is between one man and one woman. All sexual activity outside of biblical marriage—including homosexuality, fornication, adultery, and gender alteration—is sinful (Genesis 1:27; 2:24; Leviticus 18; Romans 1:26–29; Hebrews 13:4).

Abortion

We believe life begins at conception. Abortion is the unjust taking of human life and is morally wrong under any circumstance (Psalm 139:14–16; Jeremiah 1:5; Luke 1:44).

Admissions Policies

Family Requirements

All families must:

- Demonstrate faithful church attendance (minimum 4 services per month)
- Affirm the doctrinal and conduct standards of CCA
- Commit to active parental involvement in daily instruction and accountability in fulfilling the role as a homeschool parent

A written *Pastoral Recommendation* will need to be supplied by the pastor of the church where the family attends.

Age Requirements

- Kindergarten (K4 & K5): Must be age 4 or 5 by September 1
- First Grade: Must be age 6 by September 1 and show reading readiness
- Grades 2–12: Students must meet promotion standards or transfer requirements

Admissions Process

The following steps must all be completed, in order for enrollment at CCA to be accepted. Each step is necessary for the next step to enrollment.

1. Schedule an interview. The child's transcript and most recent Report Card must be brought to this meeting. (An "unofficial" transcript is acceptable for this meeting).
2. Read the *CCA Handbook* and agree to follow all policies and guidelines.
3. Parents must complete and return all enrollment forms to the school office, along with copies of your child's transcript, immunization records (including dates) and/or health records and birth certificate. **All immunizations records must be current and/or updated each academic year.**

NOTE: Out-of-State students must have a Georgia certified immunization record.

4. All new students, in the first through twelfth grades, must complete the diagnostics test, in order to determine his/her grade performance level.
6. All registration & fees are to be paid upon acceptance and registration.
8. No student, who is considered transgendered, gay or lesbian, will be permitted to enroll at CCA. If any student declares such identity during the school year, that student will be immediately dismissed from enrollment at CCA. This policy is for the purpose of keeping in accordance with the established beliefs and practices of CCA and Community Baptist Church. While neither entity endorses any mistreatment of any person, based on gender identity, we do believe such practices are contrary to nature and biblical principles.

Accreditation

Students in grades 1–8 may enroll in an optional accredited diploma program, while participation is mandatory for all students in grades 9–12. This program provides both an accredited transcript and diploma

upon completion. The cost is \$350 per student, per year.

Usage Policy

The name and logo of Community Christian Academy are legally protected properties of Community Baptist Church Ministries. To avoid legal and liability concerns, no individual may use the CCA name, logo, or any likeness without written approval from the Administration. This applies to all materials, including mailings, flyers, invitations, and announcements.

To request approval, a sample must be submitted to the office at least ten (10) business days in advance.

Notice of Non-Discriminatory Policy

Community Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its admissions policies, educational policies, and other school-administered programs. We believe that all people are created in the image of God, and that Jesus Christ died to redeem all who believe.

Withdrawals and/or Dismissals

1. A student may be withdrawn for any reason upon written notification and/or completion of the *Withdrawal* form. This documentation must be submitted to the school and must be given at least seven days prior to the intended withdrawal.
2. The administration reserves the right to dismiss any student at any time. Grounds for dismissal include, but are not limited to:
 - a. Lack of parental cooperation with school administration.
 - b. Student behavior, attitude, or academic negligence that necessitates dismissal.
 - c. Delinquent tuition without satisfactory arrangements. All unpaid tuition remains due upon dismissal.
 - d. Accumulation of 125 demerits within one quarter.
 - e. Involvement in or promotion of immorality, including homosexuality, bisexuality, transgender identity, or drug use/possession—whether on or off campus.
 - f. Student is more than two weeks behind in their assigned work.
3. If a student is withdrawn or dismissed after the first school day of the month, tuition for that entire month is still due. Registration fees are non-refundable.

All account balances must be paid in full before grades or records will be released. If payment is made by check, it must clear the bank before records are issued. No records or grades will be released on the same day as the withdrawal or dismissal.

4. If a student is withdrawn or dismissed after August 15, all fees and tuition are non-refundable, and the full year's balance remains due.

Note: Special circumstances, such as military transfers, may be considered for exemption from this policy.

Social Media Policy

Technology continues to develop at an extraordinary pace, offering powerful tools for education, communication, and creativity. As a Christian academic institution, Community Christian Academy (CCA) embraces these advancements for educational benefit while upholding biblical values in their use.

We encourage students to engage responsibly with social media, blogs, and other interactive digital platforms. Our goal is to train students to use technology in ways that honor Christ and reflect the values of our school community—respect, integrity, and personal accountability.

To maintain a safe, respectful, and morally sound digital environment, all students are required to follow the Digital Conduct Guidelines outlined in the CCA Handbook. These apply to all online behavior, whether on or off campus, including but not limited to:

- Social media posts, comments, and messages
- Blog entries or video content creation
- Group chats, forums, and collaborative platforms
- Any public or private digital communication that may reflect on the CCA community

Violations of this policy may result in disciplinary action, up to and including dismissal from Community Christian Academy.

All students must review and agree to the full guidelines available at: [Social.CCArangers.com](https://social.ccarangers.com)

Curriculum

CCA uses the Accelerated Christian Education (ACE) curriculum, a self-paced, mastery-based system that integrates Scripture and character-building into every subject. Core subjects include:

- Math
- English
- Social Studies
- Science
- Word Building
- Literature & Creative Writing

Students are expected to complete one full level (12 PACEs per subject) annually.

All schoolwork and Scripture memorization must use the *King James Version* of the Bible. This provides uniformity in learning.

School Hours

The in-class school days are Tuesday and Thursday. The home-class days are Monday, Wednesday, and Friday of each week. Fridays are for the student to catch up on any work that has needs to be completed. If there is no work to be completed, then Friday is a free day.

Each day begins at 9:00 A.M. for all students, and ends at 2:30 P.M., both in-class and at-home.
The home schedule must conform to this daily schedule. On in-class days, students are not to arrive at the

school prior to 8:30 a.m. or to remain beyond 2:45 p.m. Students who are left at school after 2:45 p.m. will be charged \$5.00 per quarter-hour or any part of a quarter-hour.

Community Christian Academy assumes no responsibility for any student brought to school before 8:30 a.m.

Attendance Requirements

1. The school will enforce the attendance requirements set forth by law in the state of Georgia. All students are required, by law, to attend one-hundred eighty (180), five-and-a-half (5½) hour days annually. Students, who are not in school, must be recorded absent. Any student that reaches five (5) unexcused absences in the year must be reported to the Board of Education as truant.
2. All required attendance forms, and grade forms, will be available online for submission by the parent.
3. Any student who is not at the beginning of opening exercises will be considered tardy. **Four unexcused tardies will equal one unexcused absence.**
4. PARENTS: Parents may obtain agreement to plan “special days” for family outings, if they will result in learning, and are not excessive in the number of days. A consultation with one of our qualified teachers may provide this consent.

Lunch and Breaks

Students will have a 15-minute morning break and a 30-minute lunch break each day. CCA does not provide hot meals; students must bring their own lunch, utensils, and condiments, and are responsible for cleaning up afterward. Parents are welcome to join their child for lunch.

Snacks and soft drinks will be available for purchase during break and lunch.

Microwaves are available for heating food, and a refrigerator is provided for small items and drinks. All items must be removed daily; any leftovers will be discarded at the end of the day.

Lunch Safety: Food is not permitted in the Learning Center or Student Offices. All lunches must be stored in the designated lunchroom area. To prevent allergy-related issues, students may not share food with others.

Grades

Grades are issued every nine weeks. Students must complete sufficient PACE work—earning at least one star per subject every three weeks—to avoid academic probation. A minimum score of 80% is required to pass each PACE Test (90% for Kindergarten–3rd grade students).

Year-end grades will be mailed once all account balances are paid in full. Account statements will be available the next business day after graduation. No records, grades, or statements will be issued on graduation night. Once payment is received, grades will be mailed within ten (10) business days.

Achievement Test

Yearly Test: Each year the students will be issued an Achievement Test in order to validate their progress. These tests are normally taken in the early Spring. CCA normally uses the IOWA Assessments, and the CogAT tests. The administration reserves the right to use another, when deemed necessary. All students are

required to take the annual achievement test. Any student who is absent during the scheduled test will be required to take the test as soon as possible and will be charged an additional fifty-dollar (\$50) fee.

Programs & Meetings

Quarterly Awards & Recognition Programs: Each quarter throughout the school year, the student body presents an Awards & Recognition program. Each student is expected to participate with willingness and diligence. Each student is required to attend the program.

Program & Chapel Outfits: In order to present an orderly program, we require that all students have a “program outfit.” For the girls this includes a nice dress outfit and dress shoes. For the boys, this includes dress slacks, dress shirt, dress shoes and tie. The design and colors are announced at the beginning of each school year. Girls are required to have matching dresses. The dress will be selected and announced at the beginning of the year, in order for dresses to be purchased or made.

Graduation: The annual graduation exercises are required attendance for all students. Both parents are also encouraged to attend, but at least one parent is required. CCA believes that students should learn to encourage one another and to support the graduates with their attendance. Graduation attendance is mandated for all students. Any student that misses graduation will have a \$50 fee added to their financial account.

Standard of Conduct

Students enrolled in the school are expected to maintain Christian standards of conduct at school, at home, and in the community (I Cor. 10:31). Our students represent the school in all they do and say, and they are expected to be good examples to others. Students are expected to refrain from, engaging in, or talking about cheating, swearing, using any tobacco, drinking alcoholic beverages, and using narcotics, or the viewing of movies that show any nakedness, in the home or the theater. Students are expected to act in a respectful and orderly manner, maintaining Christian standards of courtesy, kindness, language, morality and honesty (II Tim. 2:22).

Discipline

A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. We believe in preventative, as well as corrective, discipline. This includes the issuance of merits for good behavior and accomplishments, as well as demerits for bad behavior.

Firmly believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the liberty of making and enforcing Learning Center regulations in the manner he/she feels is in accordance with Christian principles and discipline (Pro. 22:6; 13:24; 22:15; Heb. 12:11).

Discipline is made for correction and punishment. All forms of discipline are administered in love and are in the best interest of the student.

1. Each student is expected to maintain a proper attitude and to complete assignments without being disruptive to others.
2. Demerits are given for minor violations of rules, which may result in detention or dismissal, depending on the number accumulated. Serious rule violations require parental intervention and assistance. These include (but are not limited to) lying, cheating, stealing, cursing, and other forms of serious, unacceptable behavior.

3. No student shall be admitted (or remain enrolled) if married, divorced, pregnant or having had a child (includes abortion).
4. Students are prohibited from carrying knives or weapons of any type. (Federal law mandates that CCA is legally obligated to contact authorities immediately, if student is found in possession of a weapon).
5. The school maintains a “Zero Drug Tolerance” program in place for the protection of our students and preservation of the school atmosphere.
6. The school maintains the right to search any student at any time or to search a student’s book bag, desk/office, locker, automobile, or any item brought on the school premises.

Disciplinary Methods

A variety of disciplinary methods, which provide both positive and negative incentives, shall be utilized.

Positive Incentives

1. **MERITS:** Merits are earned for a variety of accomplishments and behaviors that the staff wishes to reward. These are redeemed at “merit sales” where students may purchase a variety of items using their merits as payment. Or, they may be redeemed for various other privileges, or opportunities. Parents may be invited to assist in providing items for these sales.
2. **OTHER INCENTIVES:** A variety of other incentives are used such as praise, trophies, ribbons, membership in the “One Thousand Club,” field trips, time off, Congratulations Slips, etc.

Field Trips : Students who meet the minimum requirements for each week have the privilege of attending a field trip. These trips will be taken approximately every three weeks on Friday afternoon. They will leave at lunchtime and return in time for the ending bell.

Honor Roll Trips: On a designated day during each quarter, students whose average for the previous quarter is 88% to 93% (A/B Honor Roll), or 94% or above (“A” Honor Roll) are taken on a special outing. This trip is an incentive for students to diligently apply themselves.

Separate Trips: At times, we will conduct separate field, or Honor Roll, trips for the elementary and high school students.

NOTICE: Due to the increased cost of fuel, it has become necessary for CCA to add a Fuel Fee to some of the trips. This will help to keep tuition cost down and will not be a burden on any family. Thank you for your cooperation and understanding.

Awards & Recognition: Awards and recognitions of different sorts highlight the work of students. A partial list of these are:

- | | |
|-------------------------|-----------------------|
| •Highest PACE Average | •Most PACEs Completed |
| •Clean Office | •Bible Reading |
| •Scripture Memorization | •Perfect Attendance |
| •Honor Roll | •100's Awards |
| • <i>and more...</i> | |

Negative Incentives

DEMERITS: Demerits are given, as earned, to correct unacceptable acts or behavior. A list of offenses for which demerits are issued will be provided following the student's enrollment at CCA.

In order to provide a consistency in training, both merits and demerits apply to all days of school, whether in-home or in-class.

Excessive demerits may result in a family consultation, with possible dismissal from the program.

Health & Medications

While we strongly discourage the use of mood-altering medications, any student requiring medication must give it to the supervisor/teacher for safekeeping. Prescription medications must be in the original pharmacy bottle; over-the-counter medications must be in original packaging. All medications must include written administration instructions and be listed on the Student Health Form in the Enrollment Packet.

Illness

No student that has a fever, or is vomiting, or persistent cough, will be allowed in school that day. They should remain at home and be cared for by the parent.

Cell Phone & E-Device Usage

To maintain an orderly learning environment, students may bring electronic devices under the following conditions:

1. Devices must be turned in to the teacher upon arrival.
2. Devices will be returned at dismissal.
3. No calls or texts are allowed on school property without administrative approval.
4. No internet use is permitted without teacher authorization.
5. Music or videos may only be accessed with teacher approval.

This policy provides legal protection for the school and its administration.

Dress Code

Research shows a clear link between student dress and behavior. Casual attire often leads to casual attitudes, which can hinder serious learning. For this reason, student dress should reflect the respectful and focused atmosphere of the classroom.

Students are expected to dress modestly, with good judgment, avoiding fashion extremes. The administration reserves the right to determine what is appropriate. If a violation occurs, parents will be notified and may be required to bring appropriate clothing or pick up the student.

Our dress code emphasizes *uniformity in appearance* and is grounded in the biblical principle of modesty (cf. 1 Peter 2:9–10). We seek to train young men and women to embrace biblical character and conduct in a culture where such distinctions are fading.

At-Home Dress

The following dress-code applies to on campus classes and events. However, students are to also dress for learning on the days they are at home. The school uniform is required, but the student must get dress for school each day, including at home. This means that the dress for home must be:

1. Modest
2. Clean & neat (not sloppy)
3. Cannot detract from learning.

On Campus Dress

Girls

1. Daily School Uniform:

- **Skirt:** Tan khaki skirt, below the knee when seated; no slits above the knee. Pants are not permitted.
- **Shirt:** Navy blue collared polo; no undershirts allowed. No denim.
- **Belt:** Brown belt required if loops are present.
- **Shoes:** Clean brown or black dress shoes or sandals. No sneakers, flip-flops, casual sandals, or boots.
- **Socks:** Solid navy or white ankle/dress socks, or solid color footed tights. Socks must be clean, free of holes.
- **Appearance:** Clothes must be neat, pressed, and well-groomed.
- No apparel with worldly logos, sayings, or characters. Brand logos are permissible.
- No jackets with hoods or unapproved logos.

2. Chapel Attire:

Students must wear the designated “program outfit” or a comparable church attire.

3. PE Uniform:

School-issued PE uniform and athletic shoes required during PE. One outfit is included in fees; extras may be purchased through the office.

4. Jewelry and Body Markings:

Only one earring per ear (lower lobe only). No body piercings or visible tattoos. Pre-existing tattoos must be covered.

5. Modesty Standards:

- No low-cut necklines, low backs, or exposed cleavage. Necklines must reach the clavicle in front and base of the neck in back.
- No off-shoulder or see-through garments.
- Clothing must not be tight or form-fitting. Solid navy or black leggings may be worn under skirts. No pants (including leggings as pants) allowed.

6. Hairstyles:

Girls may not cut their hair short or wear it in a masculine style. Hair must be long enough to express femininity and kept neat and clean.

8. Graduation Dress:

Senior girls' graduation dresses must be approved two weeks prior. Dresses must be modest, below the knee, not low-cut or off-shoulder.

9. Authority Clause:

The administration holds final authority on all dress and grooming matters.

Boys

1. Daily School Outfit

PANTS: Nice tan khaki pants. Pants may be straight or pleated and must have a belt. Pants with multiple, baggy pockets (i.e., cargo) are not permitted.

SHIRT: Navy blue collared polo shirt. No shirt may be worn under the polo shirt, except for a white T-Shirt, and the sleeves cannot extend beyond the sleeves of the polo shirt.

SHOES: In order for the male students to appear as gentlemen, nice looking brown or black dress shoes, or dress boots, must be worn with their daily outfit. Shoes must always be neat and clean. **No athletic** shoes, tennis shoes or sneakers, casual sandals, work or combat boots, or any flip-flops are permissible.

APPEARANCE: Outfits must be presentable and neat in grooming. This means attention must be given to pressing the clothing to remove wrinkles.

Chapel Outfits: In order to present an orderly program, we require that all students wear either the "program outfit" or comparable church dress outfit. For the boys, this includes dress slacks, dress shirt, dress shoes and tie. The design and colors are announced at the beginning of each school year. Girls are required to have matching dresses. The dress will be selected and announced at the beginning of the year, in order for dresses to be purchased or made. For chapel, the boys may substitute a clean, pressed, white dress shirt on Wednesdays.

2. No "fad" styles of haircuts (mulletts, shaved heads, etc.). The length of the hair must not cover the collar or ears and must be above the eyebrows (I Cor. 11:14). Hair must be neat and clean by regular washing and brushing or combing.
3. Boys must be clean-shaven at all times. Teen boys may wear a neatly groomed mustache or goatee.
4. No earrings, bracelets or necklaces permitted. No tattoos or body piercing are permissible. However, if the student acquired the tattoo prior to enrollment at CCA, it cannot be visible.
5. No worldly logos on any shirts (i.e., worldly sayings, logos, slogans, Hollywood characters, etc.). The administration will be the final authority on deeming any writing, logos, etc. as acceptable or unacceptable (I Thess. 5:22).
6. Pants or shoes, with holes in them, are not permitted.
7. A brown or black leather dress belt must be worn with all pants.
8. All pants must fit properly and not be allowed to "sag" below the waistline.

9. Navy blue, black, or white, crew socks must be worn at all times (i.e., over the calf). Ankle socks may be worn for P.E. only.
10. Denim of any kind is not permissible.
11. PE & Sport Activities: Must wear school provided PE uniform. Athletic shoes are to be worn for P.E. only.

NOTE: One PE Outfit is included with the Students Service fee. Replacement or additional outfits may be purchased through the office.

12. JACKETS: No jackets with hoods or unapproved logos.
13. The administration reserves the right to make decisions on all issues of dress code or grooming.

Physical Education

All students are required to participate in the Physical Education activities of the school. Exceptions may be made upon presenting a written medical reason for such exclusion. Physical Education classes are held on Monday and Thursday from 1:30 p.m. until 2:40 p.m.

Articles from Home

Due to being in a limited space, **all personal items must be left at home**. We do not have the desk space to accommodate photographs or other personal items.

Graduation Requirements

Each high school student will receive an Academic Projection Toward Graduation form upon entering high school or at the time of enrollment. This form, outlining course requirements and graduation status, must be signed by a parent or legal guardian and school staff. It will be regularly updated to ensure clarity on progress toward graduation. Transfer students must meet high school age or academic standing.

A diploma will be awarded only after all requirements—academic, Regional Convention participation, and other CCA standards—are fully met in accordance with the projection sheet and state of Georgia guidelines. Students with incomplete requirements will not participate in graduation exercises or receive a diploma.

All tuition and fees must be paid in full no later than two weeks before graduation for a diploma to be issued.

Regional Convention

Each student, thirteen years or older by December 31, 2025, is **required** to compete in a student convention each spring. This is considered a part of the student's academic training and is a requirement. The convention is a time of spiritual growth and character building in both talent and academics. There are over one-hundred categories that a student may choose to enter. The cost for the convention is in addition to the tuition and is non-refundable for any reason. No exemptions will be granted from the Regional Convention Fee and is due and payable by all qualified students by January 10, 2026. Full participation by all the students helps to qualify CCA for the accrediting standards and, therefore, we are able to maintain a reasonable tuition rate.

Financial Information

Payment Plan

It is the desire of Community Christian Academy to maintain the lowest possible tuition, and still be able to offer a quality education. Each year, a review of operations and expenses will be conducted. Then, by the first of May, the tuition for the upcoming year will be announced. **The total annual tuition is due upon registration and acceptance of student in enrollment at CCA. However, for financial convenience, the total tuition may be paid by using any of the following payment plans:**

1. ONE ANNUAL PAYMENT — The total annual tuition is due on August 1. (Tuition will be reduced by \$200 for using this method).
2. TWO EQUAL PAYMENTS — One half of the annual tuition payment is due on August 1, and the remaining half is due on January 2. (Tuition will be reduced by \$100 each payment for using this method).

NOTE: The payment plans above offer a discount and they must be paid by the 5th of the month in which the payment is due. If not paid by the 5th, the discount will be forfeited, and the account will be converted to a monthly payment plan.

3. TEN EQUAL PAYMENTS — All monthly payment accounts must be paid via automatic drafting or payment. The first payment is due on August 1, or at the time of registration after August 1. The remaining nine months payments are due on the first of each month, September through May, and will be automatically drafted from the provided account on the first day of each month, August through May, for 10 payments.

NOTICE: All monthly payment plans will be set up for automatic drafting from a provided checking account. Monthly statements are e-mailed around the 20th of each month.

Tuition Plan

	Annual Tuition**	10-Payment Plan	4 th child & More
K4-K5 Half Day	\$1200.00*	\$120.00 per month	\$695.00/yr.
Grades 1-12	\$2150.00*	\$215 per month	\$695.00/yr

*Additional PACEs, over the included amount of 84, will be billed to account at \$5 each.

**Due & Payable upon registration and acceptance in enrollment at CCA. (Payment plans available)

Discounts

Multiple Child Discount: The second child in each family will receive a 20% discount, and the third child will receive a 25% discount. For the fourth and subsequent children there is no tuition, but a fixed “PACE” and equipment fee will be applied (as described in the above chart). The highest tuition rate will be considered the first child enrolled.

Member Discount: Qualifying members of Community Baptist Church (Columbus, GA) will receive an additional ten-percent (10%) discount off tuition for the first child enrolled.

[Qualifying members are those members who are in good standing and fellowship with the church, and are faithful in their attendance, and financial support (i.e., tithes and offerings). Any member, who does not meet this qualification is not eligible for the member's discount. If, at any time during the year, a qualifying member becomes unqualified, the discount will be immediately revoked, and full tuition will be due].

Additional Fees

These fees are additional to tuition and/or standard PACE bill. These fees will be billed and posted to the student's account as necessary.

1. Application Fee (*new students only*): \$45 (non-refundable)
2. Diagnostic Test Fee: \$55 (new students only and is non-refundable)
3. Registration Fee: \$199 per family (*due on July 1, 2025, or at registration*)
No student is considered registered until the fees are paid.
4. Book Fee: \$200 per child (*due July 1, 2025, or at registration*)
5. Student Services Fee: \$249 per student per year (*due on July 1, 2025, or at registration*)
Includes Achievement Test, P.E. Outfit, and other services
6. Accreditation Fee (*for all students*): \$325.
7. Regional Convention Fee: \$350 per year (*Required for 7-12 Grade Levels*) is due upon registration of student.
(If necessary, this fee may be paid in 5 installments of \$70 each via automatic draft for the months of August through December.)
8. Graduation Fee: \$450 (*Due on January 15 of the graduating year*).
—Includes Cap & Gown, Diploma and Honorarium for speaker.
9. Damage/Replacement Fees: Students will be expected to replace furniture or equipment that they break through misuse, or any intentional damage to school property. This does not include normal wear-and-tear usage. For example, if they sit improperly in their chairs and they break, the student will be expected to pay replacement cost.
10. Piano Lessons: \$50 registration fee, and \$80 per month.
Students will receive a thirty-minute private piano lesson each week and will participate in an annual Spring recital.
11. Returned Check Fee: \$49

Refunds

No refunds shall be given for registration fees, or any tuition or fees due. If a student is withdrawn, or dismissed, after the first school day of the month, all fees for that month must be paid. If your balance is not up-to-date, at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid. **No grades or records will be released on the same day that a student is withdrawn or dismissed.**

If a student is withdrawn, or dismissed, after August 30, there are no refunds of fees or tuition paid and all fees and tuition are due for the remainder of the year. There are no refunds of tuition or fees paid, if the student is withdrawn prior to August 30, but the remaining portion of unpaid tuition will be credited on the final statement.

NOTE: Special circumstances, such as a military transfer, may be considered as an exemption from this policy, and will be determined by the Administration.

Late Charges

All payments for tuition, fees, PACES, or other charges will be due on the first (1st) day of each month. A late fee of \$49 will be added to any account with a balance due after the fifth (5th) of the month. Only one

statement will be sent each month, but all late charges will be added automatically. Statements are only sent via e-mail.

If, by the last day of the month, the account is not current, the student will not be permitted to return to class on the first day of the next month. It is not the school's desire to dismiss children whose families have a genuine financial hardship, and we will make every attempt to work with the family. However, unless satisfactory arrangements are made, the student will not be permitted to return until the account is brought current.

NOTE: Any account balance, that REMAINS UNPAID FOR SIXTY (60) DAYS, will be considered delinquent and will be turned over to a collection agency and reported to the Credit Bureau unless satisfactory arrangements are made prior to the 60th day. Parent/Guardian will be responsible for all fees and collection cost, in addition to the balance due CCA.

Adoption

This handbook has been approved by the CCA Administration. CCA reserves the right to amend, change, and interpret the content of this handbook at any time.