



## TUITION PAYMENT PLAN AGREEMENT FORM

FAMILY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

PERSON RESPONSIBLE FOR TUITION PAYMENTS: \_\_\_\_\_

### TERMS & CONDITIONS

1. I agree to pay my tuition balance under the terms of Option #: \_\_\_\_\_.
2. I agree that the plan can't be changed or canceled without the authorization from the principal or tuition manager.
3. I agree to pay a non-refundable deposit fee of \$200 at registration.
4. I agree to pay all my installments on time understanding this means on or before the due date established.
5. If I pay by check and it is returned for NSF, I agree to pay a penalty and late fee plus a \$40 returned check fee.
6. Tuition payments received will be applied to the oldest outstanding amounts first.

### LATE PAYMENT POLICY

7. **Penalty & Late Fee** – If I fail to pay the full amount due on or before the due date, I agree to pay a late fee of 3% on each installment payment that is delinquent. I understand that this late fee of 3% will be accumulating until the day I pay the total due. This penalty and late fee will be added to my account starting from the day following the due date. Late fee will only apply to the installment fee and weekends and holidays are counted toward the late days.
8. **Notice** – After 1 week of account delinquency, I will be informed in writing by the Tuition Office of late fee and penalty realization. I understand that failure to pay any dues could affect the student status.
9. **Lose Eligibility for Payment Plan** – If I fail to pay my installments on time on more than one occasion, then I will not be eligible for a payment plan for the next school year.
10. **Readmission Withholding** - If I have any outstanding Tuition or EDP balances, I will not be able to enroll for future classes until I fulfill my obligation and I may risk the student's status.

### Tuition Refund Policy

There will be a 50% refund for tuition that has been paid in full in June, if the student withdraws before the start of the school year.

There will be no refunds of tuition after January 15, 2019.

I agree and I have read and understand all the above terms and conditions.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tuition Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Finance Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You will receive monthly due-date reminders from Facts Management, our Accounts Receivable Provider; however, we are not obligated to inform you individually. It is your responsibility to adhere to the due dates to avoid late fees and penalties.