

ARCADIA CHRISTIAN SCHOOL TUITION PAYMENT AGREEMENT

1. ARCADIA CHRISTIAN SCHOOL annual tuition is payable at the time of enrollment and may be paid either in one lump sum payment no later than July, OR in eleven (11) equal installments, due monthly, **beginning in July and ending in May. Monthly payments will be processed through the FACTS Tuition Management Company. Those choosing the monthly plan will authorize their bank to make automatic payments on the 5th of the month through a checking or savings account. Payment may also be made using a Credit Card. In case of a missed payment, a \$25 Missed Payment fee will be assessed.** Our payments are not monthly payments, but installments of annual tuition. Therefore, charges are equal for months with few school days and months with many school days. September, December, and April installments are the same as all the other months and cannot be reduced due to lessened attendance. *(Arcadia Christian School Financial Policy, Section 2, page 11).*

2. An account is considered delinquent if payment is not **in your account at the time of the debit. A second attempt for payment will be made on the 20th of the month, and a third on the 5th of the following month (along with your regularly scheduled debit for that month.) If the money is still not in the account, the account will be sent to ACS as delinquent. ACS will issue a letter which** will set forth the date on which the student(s) will be denied permission to continue attending Arcadia Christian School until the balance is paid in full. This date will be the **no later than 30 days from the final attempt.** *(Arcadia Christian School Financial Policy, Section 2, page 12).*

3. **In cases of separation or divorce**, each parent is solely responsible for any and all charges incurred for the benefit of his or her child(ren) at Arcadia Christian School. Should the parents desire to split payments of that account, they may do so between themselves. **Only one account will be debited for each family.**

4. Continuously delinquent accounts and troublesome payments (i.e. insufficient funds, stop payments, etc.) could prevent students from enrolling in future years. *(Arcadia Christian School Financial Policy, Section 2, page 12).*

5. Accounts must be paid in full for last school year before the student(s) are allowed to attend the first day of school. *(Arcadia Christian School Financial Policy, Section 2, page 14).*

6. **All registration fees will be forfeited** and your child moved to a **waiting list** if your tuition payments are not made in July and/or August.

I, the undersigned, have read this policy and fully understand and agree to adhere to the Tuition Payment Policy described above.

Student(s) name(s): _____
Please print: First Name(s) and Last Name(s)

Signed: _____ Signed: _____

Name: _____ Name: _____
please print please print

Dated: _____ Dated: _____