

ARCADIA CHRISTIAN PRESCHOOL TUITION PAYMENT AGREEMENT

1. ARCADIA CHRISTIAN PRESCHOOL annual tuition is payable at the time of enrollment and may be paid either in one lump sum payment no later than September, OR in ten (10) equal installments, due monthly, **beginning in September and ending in June. 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, April and June 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. For example, if your scheduled debit is on the 5th, a second attempt will be on the 20th, and a third on the 5th of the next month, along with the regularly scheduled payment of 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 Preschool 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 Preschool. 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.

7. **Withdrawal.** One month written notice must be given to the Directors when removing your child from school or you will be charged for the month notice should have been given. If you chose to remove your child after March 1st you will be responsible for the remainder of the annual tuition.

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: _____