



2010-2011 Financial Agreement (As of 01/12/10)

The purpose of this document is to encourage clear communication between the school and the parent responsible for tuition payment.

I have read and understand the following:

Tuition and Fees

- The Application Fee, Registration Fee, Curriculum/Activity Fee, June and July tuition deposits are **non-refundable payments and are non-transferable**.
- The Returning Student Registration Fee is due with the application. Applications will not be accepted without the attached fee.
- The first payment of the Curriculum/Activity Tech fee deposit (\$275) is due by March 15 and the balance is due by June 1. After March 15, the C/A/T deposit is \$300 and the balance is due by June 1. (In cases where a student is accepted after June 1, the Curriculum/Activity fee deposit is due within 15 days of acceptance.)

Monthly Tuition

- Tuition is due on the 1st of the month and late after the 10th of the month.
- Payment must be delivered to the office by an adult or mailed (postmarked no later than the 10th of the month).
- Teachers and Teacher's Assistants are not allowed to accept tuition payments.
- Parents should not send tuition payment to school through their child.

Late Tuition

- There will be a **\$20.00 per student** late charge assessed to all tuition received after the 10th of the month.
- If the 10th falls on a weekend, payment is due by 3:00 p.m. the following Monday and no late fee is charged.
- If the 10th falls on a school holiday, tuition must be paid prior to the holiday to avoid a late fee charge.
- Late fee charges will be posted on the monthly account statement mailed each month.

Two-Month Delinquent Account

- If payment is not received for two consecutive months (all account charges), the parent will be notified that payment in full must be received by the finance office by the 15th of the second month for the student to be allowed to attend classes on the 16th day of the that month or the next scheduled school day.
- Checks presented must be dated for the day given or a previous date, no checks will be held for future deposit.
- Two month delinquent payments must be made in cash, money order, or by credit card. (Note: If paying by credit card, a 5% service charge will be added.)
- Due to the financial obligations of the school, no payment plans will be made
- Late fees will not be waived.
- The student may return to class the day the balance has been paid in full.

Registration Day

- All accounts must be paid in full by Registration Day for the student to register.
- Two month delinquent payments must be made in cash, money order, or by credit card. (Note: If paying by credit card, a 5% service charge will be added.)
- Due to the financial obligations of the school, no payment plans will be made.
- Late fees will not be waived.

Returned Checks

- There will be a charge of **\$40.00** for any check (tuition, lunch, PTF, etc.) returned to the school by the bank. If two checks are returned unpaid, all future payments must be made in cash.
- The school will not hold checks for later deposit.

Student Charges

- Any financial obligations other than tuition (lunch, extended care, over night field trips, yearbooks, etc.) will be charged to the students account and be reflected on the monthly statement.

End of the Year Payments

- All accounts must be paid in full by May 15th for a student to be allowed to attend classes on May 16th.
- Due to the financial obligations of the school, no payment plans will be made.
- Late fees will not be waived.
- Any charges on the account that occur after May 15th must be paid in full for the student to receive his/her diploma, Success Report, transcript, and/or school records.

(OVER)

Release of Records/Re-acceptance

- No success report, transcript, diploma or student records will be released as long as there is a balance on the account on the last day of the school year. Records will be released as soon as payment is made in full.
- Accounts not paid in full by the last day of the school year will prevent the student from being accepted for the following school year.
- Responsibility for making tuition and fee payments on time falls to the parent, even in the event payments are made by another party.

Scholarship

- If the student is on scholarship, the money awarded will be applied evenly to the number of days the student was enrolled at TKA.
- If the student withdraws before the end of the year, the school will retain the balance of the scholarship.

(Please keep this portion for your information and records and return the bottom of this page with your registration.)

(Cut here and return the following)

I have read the above agreement and will abide by the guidelines set forth.

I agree to pay the fees and **tuition** according to the following arrangement, and to conclude all required payments before the last day of the school year.

My tuition payment preference is (please check one of the following):

- Payment in full on June 1st
- Payment in two increments (June 1st and Dec. 1st)
- Payment monthly (June - May) due by the 1st of each month

My Campus Development Fee payment preference is (please check one of the following):

- Payment in full by June 1st
- Payment monthly (June- October) due by the 1st of the month

Student/s Name _____

Parent or Legal Guardian (Please Print) _____

Signature of Parent or Legal Guardian _____

Number where you would like to be reached during the day _____ Date _____