

2019-2020 Financial Agreement

FAMILY INFORMATION

Parent/Guardian's Name: _____

Address: _____ City _____ Zip _____

STUDENT INFORMATION

Student Name _____ Class: _____

Student Name _____ Class: _____

Student Name _____ Class: _____

PERSON FINANCIALLY RESPONSIBLE FOR ACCOUNT

• • Same as above

Name _____ Phone _____ Email _____

Address _____ City _____ Zip _____

PAYMENT TERMS

A **non-refundable annual** Enrollment Fee of \$175 is due for each family with completion of a new student application and a re-enrollment. A **non-refundable annual** Supply Fee of \$100 is due per child per year by our Orientation Night in August. A \$25 earthquake kit fee is due just once, upon enrollment and will last for your child's tenure.

Payments are collected in the black payment box in the lobby or automatic payments through Tuition Express, **NO PAYMENTS for the Enrichment**

Programs are to be placed in the black 'Payment' Box. Payments are due the 1st and are late after the 10th of the month. A late fee of \$25 will be posted to your next month's statement.

Please sign up for "Tuition Express" for automatic checking or credit card payments.

ADDITIONAL EXPENSES

Additional account items, such as late fees are posted to your account Statements that are issued at the beginning of each month. Payments can be made by dropping a check or cash into the payment box in the lobby. **NO PAYMENTS for the Enrichment Programs are to be placed in the 'Payment' Box.**

ENRICHMENT CLASSES

Enrichment classes are paid directly to the companies offering the services. Checks can be left in the payment box and will be forwarded to each enrichment group. A specialized music class is included in everyone's tuition.

Sign on back



POLICIES

- Children of Our Savior preschool admits students of any race, color, creed, and national or ethnic origin.
- Payments are **due the first of the month** and are **late after the 10th of the month**. A **\$35 late fee will be added to each account if not paid on time**.
- The student(s) is subject to the regulations and administrative policies of the school.
- Enrolling the student(s) in any school year does not obligate the school to accept the student(s) in any succeeding year, though families will have one month to re-enroll before enrollment is open to the public.
- Families who have more than one person (party) responsible for payment, such as shared custody arrangements, need to have completed forms from all liable parties. Any requests for split accounts must be made in writing and signed by all parties involved.
- **If tuition, fees, and other charges are not paid in full when due, the student(s) may not be permitted to attend classes at the school unless special arrangements for payment have been agreed to with the financial coordinator or director.**
- The Enrollment Fee, Supply Fee, and Earthquake Fee must be paid before attending class. **These fees are non-refundable.**
- There is no tuition credit for illness or missed days. There is no exchange of days.
- Families can request an extended leave of absence and pay half of the tuition for an absence over two weeks and up to 2 months a year. Forms are available by the sign-in sheets.
- **Students must submit all the required state paperwork prior to the first day of attendance, with an up-to-date immunization record.**
- **Students must submit a Physician's Report, signed by your doctor.**
- Students must be signed in and out each day with a full legal, yet legible, signature.
- Accounts will be considered delinquent when there has been no payment for 1 month on an outstanding balance. Delinquent accounts jeopardize enrollment.
- All unpaid or returned checks will incur a \$35 fee.
- All students not picked up on time will incur \$1 per minute late fee.
- The school or family has the right to withdraw or end this agreement with a two-week notice. In such a case, financial adjustments will be made according to the Early Withdrawal Policy as stated below.

EARLY WITHDRAWAL POLICY - To be effective, the cancellation of enrollment must be in writing to the school office. The individual signed below agrees to assume all personal and financial responsibilities stated or implied in this agreement. If withdrawal for any reason (including medical) is necessary, or if a student is dismissed from COOS for any reason, financial adjustment shall be made according to the following method:

- Before the first day of school, 100% of tuition will be refunded, less the non-refundable fees.
- Students are required to give a two-week notice to withdraw and will be billed accordingly.
- Tuition will be prorated by calculating the number of days attended for the month (or the two week required notice) multiplied by the daily tuition rate.
- The Enrollment Fee, Supply Fee, and Earthquake Fee are **non-refundable**, regardless of any early withdrawal.

Please read Policies carefully before signing.

Signature: _____
(Parent/Guardian or Individual financially responsible for student)

Date: _____

* All responsible parties must complete separate forms.