



## TUITION PAYMENT PLAN AGREEMENT 2011/2012

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I wish to pay my child's tuition according to the following Payment Plan:

- (     ) Plan #1: Annual Payment (check or money order attached)
- (     ) Plan #2: Bi-Annual Payment (on or before the first day of school, 4/20/11 and 11/1/11)
- (     ) Plan #3: Monthly Payments through ACH (automatic draft from checking or savings)

### PAYMENT POLICIES

1. No space is guaranteed until the student is registered and this payment plan is submitted to the Business Office.
2. No full or partial refunds of tuition will be made for the student's absences during the regular school year.
3. No full or partial refunds of tuition will be made for expulsion, withdrawal, or excessive absences.
4. No records, transcripts, or credits will be issued for students until all monies due, including late charges, have been paid in full, and any books have been returned. The cost of replacing lost books during, or at the end of the school year, will be the responsibility of, and billed to, the parents.
5. A late fee of \$35.00 per month will be assessed on semi-annual payments not received by April 20, 2011, and on November 1, 2011.
6. Monthly payments are accepted through ACH bank draft only. Glenforest School will assess late fees of \$35.00 per month on any payment not received on the agreed draft date of the 20<sup>th</sup>. This is in addition to any service charges assessed by your bank or Glenforest's bank.
7. Arrangements for a change in scheduled payments may be made under certain circumstances with the Governing Board approval. Any changes must be arranged with the Business Office before the next payment due date and a new payment scheduled agreed to, in writing.
8. A service charge of \$25.00 will be assessed on every returned check.

I have read and agree to abide by the above policies.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Name (please print)

\_\_\_\_\_  
Date