

## The Children's School at St. John's Church 2019-20 Financial Contract

All parents, guardians, and other responsible persons should read all of the provisions of this Contract, complete the required information, and sign and return the Contract accompanied by a **Non-Refundable Registration Fee** (see fee sheet for amount). A child's place is reserved only when the Contract and the appropriate fees have been delivered to the school. A copy of the accepted Contract will be returned upon your request. No amendment to this Contract and no alteration or addition to the printed terms hereof will be effective.

In consideration of the acceptance of this Contract by The Children's School at St. John's Church, the undersigned agree to pay the required REGISTRATION, SUPPLY FEE, and TUITION and any additional fees incurred and agree to be bound by the provisions of this Contract. Enrollment is conditioned upon the following terms:

1. **A non-refundable Registration Fee** must accompany the application and this Contract. See fee sheet for amount.
2. **A non-refundable Supply Fee** must arrive on or before June 1, 2019. See fee sheet for amount. Please make note of the terms regarding payment. Payments received after June 1, 2019 will incur a \$25.00 late fee.
3. **Regardless of payment amount selected, the first month's tuition is non-refundable. Withdrawal of a student does not cancel the first month tuition obligation.** If not paid at the time of enrollment, the first month's tuition becomes due effective with the withdrawal.
4. Tuition payments must be received on or before the due dates as outlined in the School's fee sheet. Tuition for students entering school after the start of the school year must pay the remainder of tuition due in full. If a student enrolls after September 1, lump sum payment or the automatic debit withdrawal form is due seven calendar days from date enrollment is accepted and placement is confirmed.
5. Student withdrawals for any reason will trigger a one-month tuition penalty. This penalty may be avoided by providing written notice to the Director at least 30 days prior to withdrawal.
6. The obligation to pay tuition and fees in accordance with school policy is unconditional. Tuition must be paid even when the student is absent due to vacation, illness, or when the School is closed for specific holidays or emergency school closures.
7. The School is entitled to reimbursement for any attorney's fees and costs incurred in the collection of any unpaid balance.
8. Signing this Contract indicates acceptance of the above terms. It also indicates acknowledgement of this Contract with The Children's School at St. John's herein referred to as "School".

**Payment Plans:** One must be selected. If no selection is made the school will assign the monthly check plan and apply its deadlines.

\_\_\_ **Plan A** (*lump sum payment*) Due on or before September 1, 2019.

\_\_\_ **Plan B** (*monthly debit withdrawals*) Automatic Debit Authorization forms must be received by August 1, 2019.

Date \_\_\_\_\_ Signed \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Parent/Guardian or Responsible Person

*Student will be removed from the school roll if payment is not remitted by stated deadline. For students who have applied before September 1, 2019 and miss the above deadlines, tuition payments may be accepted after September 1 if space is still available; however, a \$100 late fee per child will be assessed.*

*If a student enrolls after September 1, lump sum payment or monthly withdrawal form is due seven calendar days from the date enrollment is accepted and placement is confirmed.*