



## Christian Heritage Academy

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### “Every Student A Scholar”

#### Financial Contract

This written agreement is between Christian Heritage Academy and \_\_\_\_\_ (Parents/Guardians).

Christian Heritage Academy hereby enrolls \_\_\_\_\_ as a student for the \_\_\_\_\_ school year. Parent/Guardian agrees as follows:

1. I understand that tuition is a yearly fee that is due annually. **I understand that I remain obligated to pay the full academic year tuition, as well as all applicable fees and charges.** In the event of the student’s withdrawal or dismissal before the school year ends, all payments must be received before records or report cards can be released. If my child enrolls in school on or after January 1<sup>st</sup>, I understand that the entire school balance is due.
2. In the cases where I am unable to pay the tuition in full prior to the start of the new school year, I understand that the tuition payment plan (“Payment Plan”) is a loan/credit arrangement between the school and the parent/guardian. I understand that I will be required to provide my social security number or a tax identification number. In the event I do not have either number, I will be required to provide the name, social security, full address and phone number of a guarantor to co-sign this agreement.
3. If I am utilizing the Payment Plan, all tuition payments are due on the 1<sup>st</sup> of each month. All payments must be made before the 10<sup>th</sup> of each month. I understand that the required monthly payment is outlined on the Tuition Fee calculator which I will receive. I am aware that I will be required to make a monthly payment whether or not I receive a statement from the office. There are four options available to make a payment:
  - Mail payment to the Account Processing Service
  - Online payment on the school’s website – MC, Visa, Discover
  - Auto Credit Card payment – set up required through the accounting office
  - Cash payment – paid directly in the office
4. I understand that payments made after the 10<sup>th</sup> of each month will incur a late fee of \$35 per month, per family. The return check fee is \$35.

5. I have read and received a copy of the Tuition Fee Calculator with the breakdown of my tuition payments for the school year.
6. If I am not utilizing the Payment Plan, the full year's tuition fee is to be paid by August 19, 2011.
7. **All accounts and obligations to the school must be satisfied before any official report cards and transcripts will be released.**

## **Refund Policy**

Any applicable refunds will be at the sole discretion of Christian Heritage Academy and are not guaranteed under any circumstances. Certain payments may be refunded as decided by the office of financial affairs.

The first semester payments are for June 1<sup>st</sup> 2011 through December 31, 2011. The second semester payments are for January 1<sup>st</sup>, 2012 through June 30, 2012. All fees are non-refundable including the application fee and all other fees.

### **Before School Begins (i.e. before September 6, 2011)**

- If I am utilizing the Payment Plan, the first tuition payment is to be paid by June 15<sup>th</sup> and is non-refundable.
- If I am not utilizing Payment Plan, the amount equal to the first tuition payment under the Payment Plan \_\_\_\_\_ is non-refundable.
- The deadline for a request for refund for any prepaid amounts, other than the amount equal to the first tuition payment under the Payment Plan, is August 19<sup>th</sup> of that school year.

### **After School Begins (i.e. after September 6, 2011)**

- No part of the current semester's tuition will be refunded.
- All payments for the current semester are expected, regardless of whether or not the student completes the school year at CHA.

It is the policy of the school that the Payment Plan is not in effect for second semester enrollments (January 1<sup>st</sup>, through June 30<sup>th</sup> of the school year). However, under certain circumstances, the school may allow the Payment Plan to be used. If full payment of the tuition is made prior to the beginning of the second semester, any refund would be at the sole discretion of Christian Heritage Academy. Should a student who is registered in the first semester (September 6<sup>th</sup> through December 31<sup>st</sup>) become unable to complete the school year at CHA after January 1<sup>st</sup> of the current school year, all payments are expected for the student.

\_\_\_\_\_ **Parent Initials**

**Social Security Requirement**

**Parent Name** \_\_\_\_\_ **S. S. OR Tax ID #** \_\_\_\_\_

**Parent Name** \_\_\_\_\_ **S.S. OR Tax ID#** \_\_\_\_\_

**Guarantor Information**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **S.S. OR Tax ID#** \_\_\_\_\_

This contract must be signed by each person legally responsible for the student, regardless of who in the family plans to pay the tuition for the student.

I (each parent and/or guardian for the above-named student (s)) agree to be jointly and severally liable to pay the tuition, charges, and fees described in this contract. I have read the contract and understand and accept all of its terms and conditions, which cannot be changed except by expressed written consent by both parties. I understand that the enrollment of my child(ren) at CHA will be considered incomplete if this document is not signed and returned. My signature below acknowledges approval of these terms.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Guarantor \_\_\_\_\_ Date \_\_\_\_\_

CHA Administration \_\_\_\_\_ Date \_\_\_\_\_

