

# TUITION CONTRACT 2018-2019

(INDIVIDUAL CONTRACT FOR EACH CHILD)

Application is hereby made by \_\_\_\_\_  
(Parent/Guardian Name)  
for the enrollment of \_\_\_\_\_ in the \_\_\_\_\_ grade at  
(Student Name)  
Cornerstone Christian Academy for the 2018-2019 academic year.

Acceptance and enrollment are subject to the following:

1. Each applicant must have a signed **Statement of Cooperation and Honor Code** and a completed **Enrollment** form. Parents and student must adhere to each provision of these forms.
2. Each application must be accompanied by a **non-refundable** registration fee, which includes the following: Registration and Book Fees. Payment of the registration fee (\$30.00) will hold a seat for your child. Payment of Book Fees (\$225 for Pre-K and Kindergarten; \$345 for Grades 1-8, and \$365 for 9<sup>th</sup> Grade) will ensure your child will have necessary materials on the first day of school.
3. Tuition is paid in 10 monthly installments beginning August 1st and continuing through May. Checks, money orders, or cash payments are accepted. The person who signs the **Tuition Contract** agrees to pay the balance outlined below:

<i>Grades</i>	<i>Book Fees</i>	<i>Tuition</i>	<i>Total</i>
<i>Pre-K and Kindergarten</i>	<b>\$225</b>	<b>\$2200</b>	<b>\$2425</b>
<i>First-Eighth</i>	<b>\$345</b>	<b>\$2200</b>	<b>\$2545</b>
<i>Ninth</i>	<b>\$365</b>	<b>\$2500</b>	<b>\$2865</b>

4. A late payment of 20% will be assessed on any tuition not received in the office by the 10th of the month. There will be a \$30.00 charge for any returned checks.
5. Accounts which are delinquent over two (2) months may result in dropping a student from the school until the account is current.

I understand that before report cards, permanent records, or transcripts of grades can be released all textbooks, library books, and other items that are the property of **CCA** must be returned and checked off. Also, tuition must be current and other assessed fees paid before the above records will be released.

I agree to the provisions of this contract and am responsible to see it paid in full as outlined in this **Tuition Contract**.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

I/We understand that upon signing this agreement, all fees are due in full by the school's fiscal year end (June 30th). Further I/we acknowledge the school has the right to terminate the attendance of any student for any reason addressed in the **CCA** Student Handbook, including the failure of the parent to maintain their financial obligation to **Cornerstone Christian Academy**. Initials \_\_\_\_\_/\_\_\_\_\_

I/We understand that if any payment is not made within sixty (60) days of the due date, the school may, at will suspend the student and is under no obligation to provide services, educational or otherwise to said student. Initials \_\_\_\_\_/\_\_\_\_\_

I/We understand that if for any reason our account is forced into collection, costs associated with the collections process will be accrued and added to the outstanding balance, which is owed to the school. It is understood that delinquent accounts of more than 60 days may be sent to a collection agency. If my/our account is assigned to a third-party collection agency for collection or placed with an attorney to obtain judgment or otherwise satisfy payment of said account, a collection fee equal at minimum to 33 1/3 % of the unpaid balance will be added to the account. I agree to pay such fees. I further agree to pay all reasonable attorney's fees and courts costs associated with the collection of my/our account. Initials \_\_\_\_\_/\_\_\_\_\_

I/We understand in the event that prior or present financial obligations to **CCA** including miscellaneous fees have not been met, registration for the upcoming school year will not be permitted until all financial obligations to date of registration have been paid in full. Initials \_\_\_\_\_/\_\_\_\_\_

## REFUND/PAYMENT POLICY

When students leave in mid-term it can create a financial hardship on teachers and staff since annual financial commitments are based on first of the school year registration. In the event that a student must leave school prior to the end of the school year, the following policy will determine the refund amount or amount due:

1. Refunds on pre-paid tuitions will be issued only for months paid for, but not yet begun.
2. Partial refunds will not be issued for any months begun, but not completed.
3. Any unpaid fees (book fees, breakage, etc.) will be deducted for the refund.
4. Should a student leave prior to the completion of a month, all tuition due or other unpaid fees for that month must be paid in full before the student's records can be released.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Name of person financially responsible for payment \_\_\_\_\_