

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**Tuition Payment Policy**

- Accounts are billed on the 20<sup>th</sup> of the month for the following month.
- Monthly payments are due and payable on the 1<sup>st</sup> of each month. Tuition is past due if it has not been received by the 5<sup>th</sup> calendar day. A non-refundable late fee will be added after the 5<sup>th</sup> of the month.
- All accounts must be paid monthly. Account balances will not be carried over.
- Academy students will not be allowed to attend class if tuition becomes past due by more than 30 days.
- Failure to pay tuition is reason for immediate dismissal from our program.
- A fee of \$25.00 will be charged to your account for returned checks or drafts made payable to WLM.
- Accounts must be up to date to re-enroll for the next school year.
- A deposit of \$50 is due upon registering each child. Registration fees are non-refundable and are due at registration.
- All records, books and supplies or other school information will be retained by the school until all financial obligations are met in full.
- Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism, school closings due to inclement weather, scheduled days closed for holidays, teacher workdays, family vacations, etc.
- Lunch fees and any other fees or services, has a separate charge and is not included in your tuition payment.
- Reasonable attempts to collect balances will be made. If these attempts fail, or if there is an apparent attempt to defraud WLM, collection attempts will be handled by appropriate legal representation.

**Methods of Payment are as follows:** *(Please check plan)*

\_\_\_\_ **Plan 1 – Monthly Payments** – This plan allows budgeting of school tuition over ten months, beginning the first day of school and ending May 1, 2019. By choosing this plan, you will authorize your bank to allow automatic monthly withdrawals from your checking account each month. You will be required to complete our electronic debiting authorization form which we will use to draft your monthly payment. Your account will be drafted on the 5<sup>th</sup> of the month or the following Monday if the 5<sup>th</sup> lands on a Saturday or Sunday. At no time does WLM or any party have knowledge of your bank account balance.

\_\_\_\_ **Plan 2 – Semi-Annual payments** to WLM - 50% of the entire year’s tuition is due on July 31, 2018 and the remaining 50% is due by January 5, 2019. If you choose the two payment plan, you will receive a 5% discount on tuition. Discount does not apply to registration fees. If payment is not received by July 31, 2018 and January 5, 2019, discount will be forfeited.

\_\_\_\_ **Plan 3 – Annual payment** to WLM for the entire year’s tuition is due by July 31, 2018 with a 10% discount. Discount does not apply to registration fees. If payment is not received by July 31, the discount will be forfeited.

I (we) have selected the checked tuition payment plan. I, (we), the undersigned parent(s) or legal guardian(s) of the minor named below, do hereby agree to the WLM Tuition Policy and thus intend to comply with the same. I (we), accept responsibility for the payment of the account for monies due to Whole Life Christian Academy for tuition or other monies owed for the instruction and care of the named minor while enrolled as a student at Whole Life Christian Academy.

Further, it is understood that I (we) are contracting for the school year 2018-2019 and are responsible for tuition for the entire year. It is understood that failure to pay fees according to the payment plan selected at time of enrollment could result in termination of the above named minor from Whole Life Christian Academy.

*Parent(s) and/or legal guardian(s) responsible for payment must sign this document.*

Signature of Parent or (Legal guardian 1) _____	Date _____
Printed Name of Parent (Legal guardian 1) _____	Email: _____
Parent or (Legal Guardian 1) Daytime # _____	Cell # _____
Signature of Parent or (Legal guardian 2) _____	Date _____
Printed Name of Parent (Legal guardian 2) _____	Email: _____
Parent or (Legal Guardian 2) Daytime # _____	Cell # _____