

# HOLY TRINITY ACADEMY

## SCHOOL POLICIES AND TUITION AGREEMENT

I/We as parent(s)/guardian(s) agree to support and abide by the policies and philosophy of the Holy Trinity Academy.

Holy Trinity Academy offers the following three options for tuition payment. Regardless of payment option selected tuition must be kept current. Any family who does not have their first tuition payment paid by the August deadline will lose their registration fee and their child(ren)'s name will be removed from class lists to accommodate new registrations. To have their child(ren) put back on class lists, they must pay \$150 per child to re-register their child(ren).

I/We accept responsibility for tuition payments according to the payment option selected below (please check one):

- Option 1: Annual Plan** A 5% discount will be given for yearly tuition paid in full by August 1.
- Option 2: Semester Plan** The yearly tuition is broken into two payments. First semester payment is due August 1; second semester payment is due January 1.
- Option 3: Monthly Plan** Yearly tuition is divided into **nine** equal payments. **A \$5.00 surcharge will be added to each monthly payment.** All tuition payments are due the 1st day of each month, August through April, and will be considered late after the 5th day of the month. Any payment received after the 5th of the month will result in a \$25.00 late fee. Failure to comply with this plan will result in ineligibility for the monthly payment option unless other arrangements have been made with the Director and approved by the HTA Board.

I/We understand that there will be a \$25.00 service charge for all returned checks and that, after two NSF checks, only certified funds or cash will be accepted for any future payments.

I/We understand that, in the case of early withdrawal, two weeks' notice is required and that payments made prior to the withdrawal will be applied to the two weeks' notice period.

I/We understand that tuition charges will continue whether the child is in school or not until I/we give written notice that the child is being withdrawn from school.

I/We agree to pay tuition if my/our child (children) is (are) out of school for an extended period in order to hold a class position.

I/We understand that refunds or credits are not given for student absences or holidays.

I/We understand that the Holy Trinity Academy has the authority to place students and to request a student's withdrawal from school whose behavior is not acceptable or appropriate for his/her age and classroom setting. A child may also be dismissed from school if he/she is not adjusting to the school environment or not responding to direction and correction of behaviors.

I/We understand that no tuition refund will be made after November 1 for the first semester and April 1 for the second semester, regardless of payment option, and that no tuition refund will be made at any time if a student is dismissed or asked to withdraw from school for disciplinary reasons.

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Signature of Parent/Guardian

Date

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Signature of Parent/Guardian

Date