



TUITION PAYMENT POLICY

PAYMENT POLICY

1. All accounts must have the registration fee paid before the student may start classes.
2. Monthly payments are due each month and will be considered delinquent if received after the 15th of the following month and will be subject to a \$30.00 late fee.
3. If an account becomes 30 days past due, a contact will be made informing the person responsible that the student(s) can be suspended until the account is brought current.
 - A. If a student is suspended because of a past due account, their absence will be considered unexcused.
 - B. The student will not be given his or her studies to do at home.
 - C. If the account is not brought current within two weeks, the student will be dismissed from school.
 - D. Transcripts will not be released until the balance owed is paid in full.
4. After 60 days past due, our office reserves the right to turn any account over to an outside collection agency.
5. Accounts of students withdrawing will be prorated on a daily basis.
6. Accounts with a balance at the end of the school year are required to continue payments during the summer months, and this policy will remain in effect until the balance is exhausted.
 - A. Grades will not be released for accounts with a past due amount.
 - B. Diplomas will not be released until the account is paid in full.
 - C. No student will be allowed to register with an open account balance.

ACCEPTANCE SIGNATURE

If there are any problems with an account being past due, the person or persons responsible for the account needs to contact the Business Office.

I understand that the above is the school policy and a part of registration. I will not sign this Payment Policy before reading it, even if otherwise advised. As a person responsible for payment, I am entitled to an exact copy of this policy outline. By signing this Payment Policy, I acknowledge that I have received an exact copy thereof.

I understand that tuition payments are due each month, and accounts not paid by the 15th of the following month are subject to a late fee of \$30.00. Final report cards may be held until the account is paid in full. I also understand that should my account become delinquent, the school may report that information to a credit bureau. I acknowledge full responsibility for payment of charges incurred when due. I further agree to the terms listed above.

If this account is placed in the hands of an attorney for collection, I promise and agree to pay the reasonable attorney's fees and collection costs of the holder thereof. If suit or action is filed, I also promise to pay (1) holder's reasonable attorney's fees to be fixed by the trial court and (2) if any appeal is taken from any decision of the court, such further sum as may be fixed by the appellate court, as the holder's reasonable attorney's fees in the appellate court.

Signature of primary person responsible for payment of account

Date

Signature of secondary person responsible for payment of account

Date



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ACCOUNT INFORMATION

STUDENT(S) NAME(S) : _____

_____		_____	
<i>Primary Account Holder/Person</i>		<i>Spouse or Secondary Account Holder/Person</i>	
_____		_____	
<i>Relationship to Student(s)</i>		<i>Relationship to Student(s)</i>	
_____		_____	
<i>Address</i>		<i>Address</i>	
_____		_____	
<i>City/State/Zip</i>		<i>City/State/Zip</i>	
_____		_____	
<i>Home Phone</i>	<i>Cell Phone</i>	<i>Home Phone</i>	<i>Cell Phone</i>
_____		_____	
<i>Social Security Number</i>		<i>Social Security Number</i>	
_____		_____	
<i>Employer</i>		<i>Employer</i>	
_____		_____	
<i>Work Number</i>	<i>E-mail address</i>	<i>Work Number</i>	<i>E-mail address</i>

PAYMENT OPTIONS

- _____ 12 Equal Monthly Payments (July-June)
- _____ 10 Equal Monthly Payments (September- June)
- _____ Full year tuition payment - due by September 1st or when enrolled during the school year.
- _____ Any other payment plan must be approved in advance by the Business Office.
- _____ Financial Aid