



Billing, Payments, Cancellation and Rescheduling Policy

Billing for services from True Knight Academy will occur the 4th Tuesday of each month for the following month. Payment is due on the 1st of the month and late after the 3rd. Late payments are subject to a late charge of \$50 per day for the 1st 2 days, \$10 each additional business day for up to 10 business days upon which your space is forfeited.

True Knight has a non-refundable, non-transferable payment policy, including sick days as stated in the Parent Handbook.

In the event of an absence or a scheduling issue, a make-up day can be available provided it is within the same billing month and there is available space.

After school and camp attendance schedule will need to be submitted by the 3rd Friday of the previous billed month. Additional days can be added during the billed month provided there is room. An additional invoice will be generated and due upon receipt.

Early drop off and after hours pick up are billed based on the payment schedule. Unscheduled, early drop off or after hours pick up will be billed based on the same schedule. Late pick up (after official closing time) is billed at \$1.00 per minute.

I am the financially responsible party for _____ and I understand the above policy.
student

Print Name

Relationship to Student

Signature

Date

True Knight Home School Academy admits students of any race, color, national and ethnic origin.