



Billing, Payments, Cancellation and Rescheduling Policy

Billing for services from True Knight Academy will occur by the 1st of each month. Payment is due on the 10th of the month and late after the 15th. Late payments are subject to a late charge of \$20 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. Changes in your billing schedule needs to be pre-arranged through the director.

Changes in after school and camp attendance schedule will need to be submitted by the 2nd 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 as part of your monthly 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. "Unscheduled" means aftercare is not included on your monthly billing. If you schedule "late pick up" on intermittent days through out a month, the charge is \$25/day or \$1.00/ minute whichever is less.

I am the financially responsible party for _____ and I and 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.