

## 2021-2022 Faith Lutheran **Early Childhood Tuition Contract**

1. Payments are due on the 1st of the month.
2. The non-refundable registration fee is charged for each student for each school year and is due with the registration form.
3. Delinquent fee/tuition account procedures:
  - Tuition payments become delinquent on the 11th of the month.
  - A late fee of \$15 per month will be assessed to the delinquent account.
  - If an account becomes delinquent, Faith Lutheran School will contact the responsible party regarding the delinquent status and resolution.
  - If the account remains delinquent for more than 30 days and there has been no personal contact from the responsible party regarding the account status, Faith Lutheran School will initiate procedures to collect the unpaid balance (including the suspension of student enrollment).
  - Collecting the unpaid balance may include collection through a collection agency.
4. A minimum of a \$25.00 fee will be assessed for all returned checks.
5. Faith Lutheran School recognizes that families may experience a financial hardship (i.e., loss of employment) and may be unable to make tuition payments in a timely manner. In such cases, the responsible party for the account should contact the principal/director to determine a possible alternative payment plan.
6. After registration, if the responsible party chooses to withdraw the student from school, please notify the school in writing at least two weeks prior to the withdrawal date. A two week notice is required for any prepaid tuition to be refunded. All school owned materials, library books, etc. must be returned before withdrawal. Parents are responsible for the additional two weeks payment if notice is not given.
7. Upon request from the responsible party, Faith Lutheran School reserves the right to make other financial arrangements on an individual basis.

**Enrollment fee: \$125.00 per child. Registration payments are non-refundable.**

Faith Lutheran School admits qualified students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Faith Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs

I have read items 1-7 and as the responsible party agree to the terms as stated.

Initials \_\_\_\_\_

### Responsible Party Commitment

I have read and understand the Faith Lutheran School Early Childhood Tuition Contract. I assume responsibility for my tuition obligations and will abide by the Faith Lutheran School policies which are set to reflect the principles of good stewardship.

I understand that this contract covers tuition only. Other applicable school fees (EDC, yearbook, etc.) will be billed separately to my account.

I will fulfill my financial obligations as required in this contract so that, in turn, Faith Lutheran School can honor God in its financial obligations.

---

Full Name of Responsible Party \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_