



Full Day Kindergarten Enrollment Agreement 2019-2020

Parent/Guardian: _____

Registration Fee: A \$60 non-refundable, non-refundable fee for the first month of school, paid at the time of registration.

Tuition/Paying: San Tan Charter School has a 12-month academic year for all classes. Tuitions are based on the full year's fee of \$2000.00 divided into 12 equal monthly payments of \$166.66, for your convenience. Payments can be made in full at any time, or can be billed monthly. Payments are billed on the 1st of each month for the following month by email, beginning in August and ending in April. Tuition is due by the 1st of the month. Tuition is non-refundable or pro-rated due to absences caused by illness, vacations, withdrawal/transfer, or otherwise.

Billing/Paying: Invoices will be emailed on the 1st of the month. All receipts of payment will also be sent by email after payment is made.

Childing needs to be split between two parties, please provide other number for both parties and inform the front desk when turning in registration paperwork.

Payments:

Credit/Credit Card: Payments can be paid via credit card by filling out a form provided by the front office during registration. If a credit card is put on file for tuition, the credit card will be run on the 1st for tuition payments. Credit card payments may be cancelled by notifying the Finance Department at least one business day prior to the scheduled payment date at 903-223-0811.

Check: A check can be mailed or dropped off to the front office. Please write your child's name under the memo line, and a phone number at the top of a check. A \$25.00 fee will be charged on any returned checks.

Credit/Debit Card: A card can be swiped at the front office during business hours. You will receive a credit/debit receipt of the card transaction, but receipt of payment will be emailed after recorded.

Change of Information: It is the Parent's responsibility to inform the school of any changes in phone numbers, email addresses, addresses or name changes.

Refund Policy: Refundations will be given a 45-day grace period after the deadline. Payments not received by the 1st day will incur a \$25 non-refundable fee for the first 15 days thereafter if no payment will incur an additional \$15 fee of the original amount due. The Parent agrees to pay the disbursement system and fees as specified, non-refundable, non-refundable of the amount with respect thereto, in the name of non-payment of any funds due herewith. San Tan Charter School reserves the right to cancel this agreement and to exclude the child from participation in the instruction, and unpaid amounts could result in being sent to a collection agency. In the event that it becomes necessary for San Tan Charter School to employ a collection agency and/or attorney for the collection of any amounts due under this agreement, parent agrees to pay all the costs and expenses incurred by San Tan Charter School, whether or not litigation is initiated, including but not limited to attorney fees, attorney fees, and court costs incurred by San Tan Charter School. Delinquent amounts will be sent to a company or agency employed by the school for collections management. If payment is not delinquent at the end of the second month the student's attendance will be suspended on the 1st day of the next month.

Upon Signing: Please read the Enrollment Agreement and agree to abide by the policies, both financial and otherwise.

Signature of Parent/Guardian or Student _____

Date _____

Signature of Parent/Guardian or Student _____

Date _____