



FULL DAY KINDERGARTEN Enrollment Agreement 2022-2023

Student Name _____ DOB: _____ Age _____

Tuition Policy: San Tan Charter School has a 10-month academic year for all classes. Tuition is based on the full year's fee of \$1000 set divided into 10 equal monthly payments of \$100.00 for year-retention. Payments can be made in full at any time, or can be billed monthly. Payments are billed on the 15th of each month for the following month, beginning in July and ending in April. Tuition is due by the 15th of the month. Tuition is not refunded or pro-rated due to absences caused by illness, vacations, withdrawal/transfer, or otherwise.

Billing Policy: Invoices will be emailed on the 15th of the month. All receipts of payment will also be sent by email after payment is made. If billing needs to be split between two parties, please provide information for both parties and inform the front desk when turning in registration paperwork.

Payments

Scheduled Automatic Payments (Visa/Mastercard): Payment can be scheduled by completing a credit card authorization form. The card will be automatically charged the tuition payment on the 15th of the month. Scheduled credit card payments may be cancelled by notifying the Finance Department at least three business days prior to the scheduled payment date at 908-233-8815.

Cash: 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 check.

Credit/Debit card: A card can be swiped at the front office during business hours. This will initiate a credit/debit charge of the card transaction.

Change of information: It is the Parental responsibility to inform the school of any changes to phone numbers, email addresses, addresses or name changes.

Tuition fee pay: All invoices will be given a 4-day grace period after the due date. Payments not received by the 15th day will incur a \$11 non-refundable late fee. Every 11 days thereafter of non-payment will incur an additional \$11 fee of the original amount due. The Parent agrees to pay the above-stated tuition and fees as specified. Once billing of the invoice with respect thereto. In the event of non-payment of any funds due hereunder, San Tan Charter School reserves the right to void 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 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 all postage fees, attorney fees, and court costs incurred by San Tan Charter School. Delinquent accounts will be sent to a company or lawyer employed by the school for collections management. If payment is still 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, I have read the Enrollment Agreement and agree to abide by the policies, both financial and otherwise.

Signature of Parent (Dotted) or Guardian

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Date