



## FULL DAY KINDERGARTEN Enrollment Agreement 2023-2024

**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 \$3000.00 divided into 10 equal monthly payments of \$300.00, for your convenience. Payments can be made in full at any time, or can be billed monthly. Payments are billed on the 3<sup>rd</sup> Thursday of each month for the current month, beginning in August and ending in May. As long as a card is on file tuition will be processed the day after your invoice is received. *Tuition is not refunded or pro-rated due to absences caused by illness, vacations, withdrawal/dismissal, or otherwise.*

**Billing Policy:** Invoices will be emailed on the 3<sup>rd</sup> Thursday of the month. If billing needs to be split between two parties, please provide information for both parties and inform the front desk when turning in the credit card agreement paperwork.

### **Payments:**

**Scheduled Automatic Payment (Visa/Mastercard):** Payment can be scheduled by completing a credit card authorization form. The card will be automatically charged the tuition payment the day after your invoice is received. Scheduled credit card payments may be cancelled by notifying the Finance Department at least three business day prior to the scheduled payment date at 480-222-0811.

**Checks:** 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. You will receive a credit/debit receipt of the card transaction.

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

**Failure to Pay:** *All invoices will be given a 4-day grace period after the due date. Payments not received by the 20<sup>th</sup> day will incur a \$15 non-refundable late fee. Every 15 days thereafter of non-payment will incur an additional 5% fee of the original amount due.* The Parent agrees to pay the aforementioned tuition and fees as specified, time being of the essence with respect thereto. In the event of non-payment of any funds due hereunder, 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 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 checking the box in the online registration, I have read the Enrollment Agreement and agree to abide by the policies, both financial and otherwise.