

# Financial Agreement

## FAMILY INFORMATION

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## STUDENT INFORMATION

Student Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

## PERSON FINANCIALLY RESPONSIBLE FOR ACCOUNT

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## PAYMENT TERMS

All students, must pay the \$135 non-refundable enrollment fee upon enrollment or re-enrollment. Please refer to the Preschool Fees & Policies for current tuition and fee pricing information.

Please indicate the Tuition Payment Plan you wish to use:

\_\_\_\_\_ **Plan A** I choose to pay 100% of tuition charges to the school office on or before the First Day of School, or upon new enrollment, in order to receive a 2% discount (1% discount if paid by credit card).

\_\_\_\_\_ **Plan B** I choose to pay 100% of tuition charges to the school office in two installments (August & January).

\_\_\_\_\_ **Plan C** I choose to use the Electronic Funds Transfer for monthly or semi-monthly payments. I have completed the Electronic Funds Transfer Authorization form and have attached a voided check. I understand there is a monthly late charge of \$35 for past due or returned payments.

\_\_\_\_\_ **Plan D** I choose to pay the office directly. I understand tuition is due the 5th of each month. I understand there is a monthly late charge of \$35 for past due or returned payments.

## PRESCHOOL

Additional account items for preschool, such as flex days or holiday care are handled through the preschool office. These payments can be made in the preschool office, the front office, or can be dropped in payment boxes located in various areas of preschool. These charges are separate from your regular tuition and will be billed accordingly. Payments for flex days or holiday care can be made by cash, check, credit/debit card.

Sign on back



## POLICIES

- The school admits students of any race, color, creed, disability, and national or ethnic origin.
- The student(s) is subject to the regulations and administrative policies of the school.
- Enrolling the student(s) in any school year does not obligate the school to accept the student(s) in any succeeding year.
- Families who have more than one person (party) responsible for payment, such as shared custody arrangements, need to have completed forms from all liable parties. Any requests for split accounts must be made in writing and signed by all parties involved.
- The Enrollment Fee and must be paid before attending class. These fees are non-refundable.
- If tuition, fees, and other charges are not paid in full when due, the student(s) may not be permitted to attend classes at the school unless special arrangements for payment have been agreed to with the school administration.
- Accounts will be considered delinquent when there has been no payment for 2 months on an outstanding balance.
- All unpaid or returned checks will incur a \$35 fee.
- There is no tuition credit for illness or missed days.
- Preschool students must submit all the required state paperwork prior to the first day of attendance, with an up-to-date immunization record.
- Preschool students must submit a Physician's Report, signed by your doctor, within 30 days of enrollment, or risk their enrollment.
- Preschool students must be signed in and out each day with a full legal signature.
- Preschool students not picked up on time will incur \$1 per minute fee. Morning and half days of preschool have a 15 minute grace period. There is no grace period after 6 pm for preschool.
- Delinquent accounts jeopardize enrollment.
- The school or family has the right to withdraw or end this agreement. Preschool students may end the agreement with a two-week notice. In such a case, financial adjustments will be made according to the Early Withdrawal Policy as stated below.

### **EARLY WITHDRAWAL POLICY - *To be effective, the cancellation of enrollment must be in writing to the school office.***

The individual signed below agrees to assume all personal and financial responsibilities stated or implied in this agreement. If withdrawal for any reason (including medical) is necessary, or if a student is dismissed from GLS for any reason, financial adjustment shall be made according to the following method:

- Before the first day of school, 100% of tuition will be refunded, less the non-refundable fees.
- Beginning the first day of school, tuition will be pro-rated by counting the number of days school is in session while the student(s) is enrolled, using the current annual tuition rate and the number of school days in the current school year.
- Preschool students are required to give a two-week notice and will be billed accordingly.
- The Enrollment Fee is non-refundable, regardless of any early withdrawal.

### **PLEASE READ POLICIES CAREFULLY BEFORE SIGNING.**

Signature: \_\_\_\_\_  
(Parent/Guardian or Individual financially responsible for student)

Date: \_\_\_\_\_

\* All responsible parties must complete separate forms.