

# #11 - Tuition Payment Agreement

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School: Community Christian Academy      Student Name: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Please Print)

## Tuition Payment Contract

The payment of the annual tuition and fees is due as a condition of enrollment. The total annual tuition and fees are due upon registration and acceptance of student in enrollment at CCA, unless otherwise notated. All tuition and fees are due and non-refundable after August 30 of the school year. If a student is withdrawn, or dismissed, after August 30, there are no refunds of fees or tuition paid and all fees and tuition are due for the remainder of the year.\*

**Fees may not be paid in installments**, but must be paid in full when due. However, in order to assist in rendering payment of the tuition, CCA offers three tuition payment options. The annual tuition may be paid by using any of the following plans:

### Guarantor's Agreement

I select the following option for payment of the current school year tuition: (*Select Only One*)

- ONE ANNUAL PAYMENT — The total annual tuition is due on August 1. (Tuition will be reduced by \$150 for using this method).
- TWO EQUAL PAYMENTS — One half of the annual tuition payment is due on August 1, and the remaining half is due on January 2. (Tuition will be reduced by \$50 each payment for using this method).

**NOTE:** The payment plans above offer a discount and they must be paid by the 5<sup>th</sup> of the month in which the payment is due. If not paid by the 5<sup>th</sup> of the month due, the discount will be forfeited, and the account will be converted to a monthly payment plan.

- TEN EQUAL AUTODRAFT PAYMENTS — The first payment is due on August 1, or at the time of registration after August 1. The remaining nine months payments are due on the first of each month, September through May.

To use the TEN PAYMENT PLAN, you must set up your account for an automatic draft from a valid banking account (form included in this packet). The monthly payment will be automatically drafted on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> is not best for you, you may designate either the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> day of the month. No student may be enrolled whose account is not set up for automatic draft. The implementing of an AutoDraft system is allowing us to keep our tuition low.

**NOTICE:** If an automatic draft fails once, due to insufficient funds, there will be a \$49 Returned Check charge added to your next draft. If it fails twice, there will be a \$49 Returned Check charge added to your next draft, AND the tuition rate will increase by FIFTY-DOLLARS (\$50) per month for the balance of the academic year.

## Statement of Acknowledgement & Agreement to Contract Terms

I understand that the total tuition is due upon registration, and I agree to pay for my child's tuition at CCA according to the option selected above. I understand and agree that all other fees are due and payable as stated in the terms set forth above and in the *CCA Handbook*.

Furthermore, I am willing agree to be bound by the terms and conditions of this Tuition Payment Contract. If I default in payment, I acknowledge that I am fully responsible for all legal and processing fees involved in the collection of my debt owed to CCA. I understand that any outstanding balance, that becomes 30 days past due, may be reported to the Credit Bureau and collection proceedings will begin against me if satisfactory terms have not been negotiated with the CCA Administration.

Printed Name of Guarantor: \_\_\_\_\_

Guarantor's Relation to Student: \_\_\_\_\_

Guarantor's Social Security #: \_\_\_\_\_

Guarantor's Full Legal Name: \_\_\_\_\_

Guarantor's Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Must include year)

Guarantor's Legal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Guarantor's Phone #: (\_\_\_\_)\_\_\_\_-\_\_\_\_  Mobile  Home  Work

***Please check the box below showing that you agree to the terms of this contract, and that you understand that all tuition and fees are due and payable upon registration. Furthermore, you understand, and agree, that payment terms are only a convenience provided by CCA, but does not lessen the responsibility for the total amount due. You must "agree" by checking the box below, in order for your child to be enrolled at CCA.***

I agree  I disagree

Guarantor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature)

\* Tuition balances for withdrawals due to military or job transfers may be pro-rated and credit received upon receiving proper documentation and approval by the CCA Administration. Such credit is subject to approval by the sole discretion of the CCA Administration.