



Full Day Kindergarten Enrollment Agreement 2012-2013

CHILD'S NAME: _____

Registration Fee: A \$200 non-transferable, non-refundable fee for the first month of school, paid at the time of registration.

Tuition Policy: San Tan Learning Center has a 10-month academic year for all classes. Tuitions are based on the full year's fee of \$2000.00, which has been divided into 10 equal monthly payments of \$200.00, 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, beginning in August and ending in April. Tuition is due by the 10th of the month. *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 1st of the month. All receipts of payment will also be sent by email after payment is made. To be put on a paper mailing list rather than an email list, please let the front office know at the time of registration.

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:

Credit Cards on file: A credit card can be put on 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 10th for tuition payments. If the 10th falls on a weekend, payments will be made the Monday after. Credit card payments can be cancelled at any time by contacting the Finance Department at 480-222-0811 ext 226.

Checks: A check can be mailed or dropped off to the front office. Please write your child's name under the memo line. A **\$25.00** fee will be charged on any returned check.

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

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: A \$25 late fee is billed for tuition payments made between the 11th and the 21st, and a \$50 additional late fee is billed for tuition payments made after the 22nd to the last day of the month. 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 Learning Center reserves the right to cancel this agreement and to exclude the child from participation in the instruction. The unpaid balance shall accrue thirty days from and after the due date, until paid in full, at the interest rate of 24% per year. In the event that it becomes necessary for San Tan Learning Center 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 Learning Center, whether or not litigation is initiated, including, but not limited to all postage fees, attorney fees, and court costs incurred by San Tan Learning Center. 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 (Father) or Guardian

Date

Signature of Parent (Mother) or Guardian

Date