

Tuition Payment Agreement Form

2022/2023

Important

This form must be completed and returned as part of the registration and tuition assistance process. No tuition assistance will be awarded if this form is not received, along with all other necessary information required for registration.

We are looking forward to an exciting 2022-2023 school year and having your child(ren) be part of the Trinity Lutheran School Family.

Please list all children attending Trinity Lutheran School	
Child's Name	Indicate Grade

I/We agree to pay Trinity Lutheran School the tuition and all fees for the attendance of my/our child(ren) as established by the school for the 2022-2023 school year. A non-refundable registration fee is required at the time of registration. Registration fees are noted on the student enrollment form. I/We elect to pay the tuition and fees as follows:

Please mark payment method desired:

Option 1: One lump sum payment (with \$300 discount**) by August 15, 2022.

Option 2: Two equal payments - First payment due by August 15, 2022 and the second payment due by January 15, 2023.

Option 3: 10 or 12 Month automatic withdrawal payment plan through Gradelink that will bring the balance to zero by June 15, 2022 or earlier in the school year. The 10 month plan goes from August 2022 to May 2023 and the 12 month plan goes from July 2022 to June 2023. *Please fill out the Recurring Payment Authorization Form if selecting this option.*

Please Note: Absolutely no payment arrangements other than those noted above will be accepted for the 2022-2023 school year. All payment arrangements must be finalized prior to the first day of school.

** The \$300 discount is applied per family not per student, and only applies to 5 full day students. Those who receive financial aid are not eligible for the \$300 discount.



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FAITH. FAMILY. FUTURE. 2022/2023

I/We further agree that all payments will be paid when due. Should I/we be late in payment, I/we understand that the following process will be followed:

- a. 30 days - If payment is not received, notification will be sent to parents/guardians in regards to discussion of a revised payment plan and the withholding of student records.
- b. 45 days - If the account is not brought current or a revised payment plan is not received, students records will be withheld until the payment plan is met.
- c. 60 days - Parents/guardians will be notified that student records continue to be withheld and enrollment will cease until account is brought current. Records will remain held if a student transfers. Family will be sent to Collections.

I/We agree to pay all amounts due under this contract. If another person is responsible to pay any part of the amount due for the child(ren) above, and she/he fails to pay when due, I/we agree to pay all amounts due immediately upon notification by the school.

I/We further agree to abide by the Trinity Lutheran School student-parent handbook and understand that if my/our child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from Trinity Lutheran School for any reason consistent with the student-parent handbook, then I/we are not entitled to a proportionate refund of tuition. In addition, in the event of withdrawal or dismissal, I/we understand that all fees are non-refundable and tuition will be charged through the end of the month. Any prepaid tuition will be refunded on a graduated basis.

I/we further agree to be legally responsible for paying the tuition described above within the timeframes described above. I/We understand that Trinity Lutheran School may take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us including but not limited to withholding academic transcripts.

I/We have read and understood all of the terms and conditions contained in this agreement, and I/we agree to be legally bound by those terms and conditions.

Name of Parent/Guardian (Please Print)

Parent/Guardian Signature

Date

Credit Card Fees per transaction are:
+0.15% + \$0.15 (Processing rate per transaction fee based on the interchange rate of the card)

ACH (E-Check) Fees per transaction are:
\$0.15 (If over \$5,000 for a single ACH transaction, the processing fee assessed is +0.25%)

