

# Portland Christian School 2017-2018 Tuition & Fees Payment Agreement

NAME(S) OF CHILD(REN) \_\_\_\_\_

NAME(S) OF PARENT/GUARDIAN \_\_\_\_\_

**Please choose one of the following options, sign the agreement on page 2 and return this form upon acceptance or re-enrollment of your child.**

**Option 1 \_\_\_\_\_ Full Payment with Discounts by June 15, 2017 (or upon acceptance if your child(ren) is (are) enrolled after June 15)**

Discounts are as follows: **New Students** - \$200 per student **Returning Students** - \$300 per student

Families who receive tuition assistance are not eligible to receive this discount.

If full payment is not made by June 15 you will lose the discount and you must select one of the options below.

**Option 2 \_\_\_\_\_ Semester Payment Plan** One half of the total tuition is due on August 5<sup>th</sup> and the second half on January 5<sup>th</sup>. A reminder invoice will be mailed to you before these dates.

**For the 2017-18 school year Portland Christian School will again be partnering with Smart Tuition to manage tuition billing and collection. If you choose one of the following payment plans we will enroll or re-enroll you in the Smart Tuition program.**

**Option 3 \_\_\_\_\_ 10-Month Payment Plan (June-March)** Start early, end early and have time to plan for next year! This plan will have tuition and registration/technology fees rolled together.

**Option 4 \_\_\_\_\_ 12-Month Payment Plan (June-May)** Have lower monthly payments but pay year round.

**Option 5 \_\_\_\_\_ Pay full registration/technology fees in May; Pay tuition only August-May.** This plan lets you have lower payments during the school year but no payments in June and July.

**With Smart Tuition you will be able to:**

❖ **Select a payment method that works best for you.**

- Smart Tuition can send you a monthly invoice allowing you the option to mail in a payment, make a payment over the phone, or make a payment over the web.
- Smart Tuition can automatically debit your credit card, checking account, or savings account on a monthly basis (on the 5<sup>th</sup> or the 20<sup>th</sup>, you will choose) If payment is made by credit card a 2.65% convenience fee will be charged.

❖ **Manage your Smart Tuition account online.**

- You can edit your own profile, including your contact information, payment options and more
- You can review and print your monthly billing details and payment history
- You can make payments through Smart Tuition's secure website.

❖ **Receive payment and follow up reminders.**

- If you set up to pay automatically, Smart Tuition will e-mail you a reminder of your upcoming payment 7-10 days before your due date.
- If you happen to miss a payment or have an outstanding balance, they will kindly remind you by e-mail and phone.

**Please Note:** Smart Tuition will charge a \$40.00 late fee if a payment is missed and a \$30.00 fee if a payment is returned.

**PLEASE NOTE: Regardless of the option chosen above every family must be current in their payments on the first day of school in order for their child(ren) to attend.**

**Please continue to page 2 on the back.**

## Tuition Policy

- Withdrawals after June 1 but prior to August 1 are subject to the following financial obligation: After June 1 – one month’s tuition is due, after July 1 – two months’ tuition is due.
- One year’s tuition is due if a student withdraws after August 1. This is because the hiring of teachers and staff is based upon anticipated enrollment. Requests for exceptions must be addressed to the Director of Finance, in writing, and will be considered only in extreme circumstances.
- All fees are non-refundable.
- Any family with a past due balance at the end of a semester will **not** be allowed to return the next semester until their account is made current.

## Tuition Agreement:

I (We) agree to pay tuition and fees in a timely manner, according to the payment option selected. I (We) have read the Tuition Policy of Portland Christian School and agree to be legally bound by such policy. I (We) affirm that all statements and information provided by me (us) are true.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Relationship to Student(s)

Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Work \_\_\_\_\_ Cell \_\_\_\_\_

Email addresses:

\_\_\_\_\_

\_\_\_\_\_

## Non-Discrimination Policy

Portland Christian School does not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions procedures or other school-administered programs.