

**The Community School
TUITION AGREEMENT
2013/2014 Term**

Amount:

I understand that tuition for each student enrolled in The Community School is set at \$25.00 a week for the 2013/2014 School Year.

This must be **paid in advance on the first day of each week** or you may pay any amount in advance. (for example: \$25 each week, \$50 every 2 weeks or \$100 every 4 weeks) Note: see sheet for tuition schedule.

If Unpaid:

I understand that it is my responsibility to make sure that the tuition is paid or to make arrangements with the school, if I am having trouble paying. **I understand that I cannot start classes until tuition is paid and that if tuition falls behind and no other arrangements have been made, then I will not be able to become a permanent student or be allowed to continue class. Once tuition is past due, a student may no longer take books home.**

Refunds:

I understand that refunds for tuition are given if I leave the school, provided I have paid beyond the current week. Tuition is charged for every week that the student is officially enrolled in the school and classes are held. If a student decides to leave the school, it is important that notification is given so the student is no longer carried on the roll. While a student is carried on the roll, tuition is due whether or not the student attends. All **advance prepaid tuition** will be refunded within 7 days after a student is officially withdrawn from the school and all books are returned.

Book Deposit:

Every student is required to pay a **\$40 Book Deposit**. This deposit is refunded within 7 days after a student returns all books in good order. If books are damaged or lost, then the book deposit will be applied to the cost of replacement. Any additional charges will be the responsibility of the student and his/her family. If tuition is owed, then the amount will be deducted from the book deposit before being refunded.

Bad Check Policy:

If a check presented to the school does not clear the bank, then there will be a **\$20.00 charge** for **each** time that it is returned by the bank. The school's bank automatically redeposits the check so it is presented twice before we are notified by the bank. If you know that a check will not clear, then please call the school right away.

date

student signature

Please have your sponsors read and sign this agreement.

sponsor signature

sponsor signature

Rev. 9/4/12