

# Full Circle Academy

## Tuition and Fees Agreement 2016-2017

The purpose of this document is to establish automatic draft permission for tuition fees.  
This form will be destroyed or returned as soon as the tuition is paid in full.

Parent Information (or person responsible for tuition and fees):

Name(s): \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Amounts Due at Registration:

New Student Application Fee of \$50.00 (for new students only)

Re-enrollment Fee of \$10.00 (for returning students only)

Class Registration Fee of \$50.00 per class. *(Max \$150.00 per student. Max \$450.00 per family)*

Materials Fee of varying amounts, as listed on the class description.

**Amount of tuition is payable in full at the time of registration.**

**Full Circle Academy allows partial payments as described below.**

- 1. Families may pay student's tuition in payments of any amount desired to reduce their balance up to July 31. On August 1 the tuition balance owed will be divided by 5 payments, which will be set up to be paid over the following five months (Aug, Sep, Oct, Nov, Dec).**
- 2. Families may choose to have the balance payment drafted from a checking account or charged to a debit/credit card detailed on the back of this form.**
- 3. Families may select the day of the month (1<sup>st</sup> or 15<sup>th</sup>) their payment will be drafted, as detailed on the back of this form.**

**Insufficient Funds:** Any check or draft drawn on an insufficient account will be charged a fee \$25.00, which is payable with the balance owed. It will be drafted on the next payment date.

**Late Fees:** If a payment cannot be drafted, you will have 5 business days to bring in payment. If payment is delinquent more than 30 days, your child will not be permitted to attend classes until all delinquent tuition and late fees have been paid in full.

**Student Withdrawal and Refund Policy:** Since hiring of staff and instructors are based on enrollment, parents will be expected to honor their full year commitment of tuition. If a student is withdrawn, the parent may pay the balance in full or allow Full Circle Academy to continue to draft / charge the regular payment until the balance is zero.

**Course Cancellation:** Full Circle Academy reserves the right to cancel any course if minimum class sizes are not met. If a course is canceled, all tuition, registration, and materials fees paid related to the canceled course will be returned.

**Authorization of Transaction:** I authorize Full Circle Academy to collect payment automatically as detailed below. If I choose a checking transaction, I have included a voided check. If I prefer a debit/credit card transaction, I have supplied my card information here. This card will only be used to collect payments listed below.

Name on the card \_\_\_\_\_

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Card Expiration Date \_\_\_\_/\_\_\_\_ 3-digit security number \_\_\_\_\_

Payment to be collected:

The total amount drafted will be \$\_\_\_\_\_ less any amounts paid by July 31.

I agree that any changes to my student's registration will be added /deducted to/from this amount and alterations will be made to the monthly amount collected.

If no changes and no payments are made prior to July 31, I understand the following amount will be charged to my account on the date specified.

\$\_\_\_\_\_ Aug 1, Sep 1, Oct 1, Nov 1, Dec 1 of the current year.

\$\_\_\_\_\_ Aug 15, Sep 15, Oct 15, Nov 15, Dec 15 of the current year.

**Parent Acknowledgement and Signature:** I have reviewed the Full Circle Academy 2016-2017 Tuition and Fees Agreement and agree to pay the total tuition for supplemental and enrichment courses according to the schedule set out above. I agree not to block the transaction to be made to Full Circle Academy.

I UNDERSTAND AND HAVE READ THE ABOVE TUITION AND FEES AGREEMENT. I UNDERSTAND THAT MY CHILD IS ENROLLED WHEN BOTH THE PARENT AND FULL CIRCLE ACADEMY HAVE SIGNED THIS AGREEMENT AND THE APPLICATION FEE, REGISTRATION FEE and MATERIALS FEE IS PAID.

**Parent or Responsible Party:** \_\_\_\_\_

Must be the same as the name on the checking account or name on debit/credit card used.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Circle Academy Representative:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_