

Tuition Agreement

In order for The Summit School of Ahwatukee to hold a place for the student, for the 2012-13 academic school year, a non-refundable Enrollment Payment must be received with the signed Tuition Agreement. The payment is applied to the total tuition owed. No assurance can be given that a position will be available for the student if the Tuition Agreement and Initial Tuition Payment are not received. The student will be considered enrolled in the school for the program set forth above upon acceptance and execution of this agreement by the school. Legal Guardians are jointly and separately responsible for the student's account for the full academic year. It is the obligation of the below-signed Guardians to make all payments in accordance with the terms of this agreement as detailed below. In the event that payments should become delinquent, guardians are responsible for any legal or other fees incurred.

Terms

1. After enrollment, the remaining tuition balance may be paid: Monthly: due the 1st of each month, starting July 1, 2012 and continuing through April 1st, 2013. 1-Pay: due on July 1, 2012. 2-Pay: semester tuition installments are due July 1, 2012 and December 1st, 2012.
2. Tuition is considered late on the 2nd of each month and each tuition account will be charged a \$20.00 late fee.
3. In the event that a tuition account has reached 30 days past due the parent(s) will be notified that they will have 24 hours to make payment in full or the student(s) will face dis-enrollment. Upon dis-enrollment, the account will be turned over to a collection agency.
4. All accounts with checks returned for non-sufficient funds will be assessed a \$25.00 returned check fee.
5. All withdrawals must be made in writing addressed to the Director of Admissions. After enrollment, no refunds of tuition, fees or dues will be made for the 1st semester. Your child is considered to be enrolled for the 2nd semester and no refunds of tuition will be given without 30 days written notice prior to the first day of the second semester. No refunds of tuition will be given after the 1st day of the 2nd semester. Exceptions will be provided for families moving more than 50 miles from Summit School of Ahwatukee or upon pre-approval of the Summit School Head of School. **No refund of tuition or fees for the semester will be made at any time if a student is either dismissed or asked to withdraw from school for disciplinary reasons.**
6. If at any time there is a past due balance owed and no alternative arrangements have been made with the Business Office, **grades and transcripts will not be released.**

Parent Commitment

Upon signing the Enrollment Form for your child, you are committing to his/her education at Summit School of Ahwatukee. The following are expectations for all Summit parents and guardians:

Please INITIAL next to each item signifying your agreement.

- _____ I agree to the Terms above.
- _____ I understand that tuition due with enrollment, BEST Dues and Program Material fees are non-refundable at any time.
- _____ I understand that a minimum of thirty days notice is required when withdrawing a student.
- _____ I will be responsible for the tuition, dues and fees for the remainder of the semester for which my child is enrolled.
- _____ I will volunteer at least 10 hours per child, per year.
- _____ I understand the importance of contributing to the Arizona Private School Tax Credit on behalf of Summit School of Ahwatukee.
- _____ I understand the importance of contributing to Summit School during the upcoming school year, to assist in bridging the gap between the current tuition rate and the actual cost of educating my child.

X _____ X _____
Parent/Guardian Date Parent/Guardian Date

<u>For Business Office Use Only:</u>	Enrollment Inv: _____	Invoice Set: _____	Bank ACH Roster: _____
	Enrollment Pmt: _____	Add/email: _____	Charge Roster: _____
			BO Complete: _____

PARENT COPY: Please Retain For Your Records

2012-13 Preschool (3-Day and 5-Day) Tuition, Fees and Dues:

2012-13 Tuition Rate	1 Payment		2 Payments		10-Payments	
	First Child	Sibling	First Child	Sibling	First Child	Sibling
Preschool 3-Day:	\$7,265	\$6,538	\$7,265	\$6,538	\$7,265	\$6,538
- \$600 paid at Enrollment	-\$600	-\$600	-\$600	-\$600	-\$600	-\$600
Remaining Tuition:	\$6,665	\$5,938	\$6,665	\$5,938	\$6,665	\$5,938
Preschool 5-Day:	\$9,990	\$8,991	\$9,990	\$8,991	\$9,990	\$8,991
- \$700 Paid at Enrollment	-\$700	-\$700	-\$700	-\$700	-\$700	-\$700
Remaining Tuition:	\$9,290	\$8,291	\$9,290	\$8,291	\$9,290	\$8,291
Additional Fees Due*	Applicable Fees and dues are included in the payment plans					
+ BEST Dues -Parent Organization	+\$75	+\$75	+75	+\$75	+\$75	+\$75
+ Monthly-Pay Processing Fee	None	None	None	None	+\$200	+\$200
Remaining Tuition Due	1 Payment of:		2 payments of:		10 payments of:	
Preschool 3-Day	\$6,740	\$6,013	\$3,370	\$3,007	\$694	\$621
Preschool 5-Day	\$9,365	\$8,366	\$4,683	\$4,183	\$957	\$857

*Additional Fees/Dues are required and are non-refundable.

**The Monthly Payment Plan includes the \$200 Monthly-Pay Processing Fee (non-refundable) rolled into the 10 payments. This fee is assessed per student.

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4. All accounts with checks returned for non-sufficient funds will be assessed a \$25.00 returned check fee.
5. After enrollment, no refunds of tuition or fees will be made for the semester. If the student is withdrawn from Summit, it will still be the financial obligation of the family to pay tuition through the remainder of the semester. Exceptions will be provided for families moving more than 50 miles from Summit School or upon pre-approval of the Head of School. ***No refund of tuition or fees for the semester will be made at any time if a student is either dismissed or asked to withdraw from school for disciplinary reasons.**
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Bank ACH
PAYMENT FORM FOR 2012-2013

Summit School of Ahwatukee will withdraw/debit your bank account on the following schedule dependent upon the Payment Plan you selected: Please select all that apply

- | | | |
|-------|----------------------------------|--|
| _____ | Full Year Tuition: 1 Payment | Debit will occur on July 1, 2012 |
| _____ | Semester Tuition: 2 Payments | Debit will occur on July 1, 2012 and December 1, 2013 |
| _____ | Monthly Tuition: 10 Payments | Debit will occur on July 1, 2012 and the 1 st thru April 2013 |
| _____ | Prepaid Extended Day: 9 Payments | Debit will occur on August 1, 2012 and on the 1 st thru April 2013
(Completion of the Extended Day Enrollment Form is also required) |

STUDENT NAME(S): 1. _____
2. _____
3. _____

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Company Name: **Summit School of Ahwatukee** Company ID: **86-1012694**

I (we) hereby authorize Summit School of Ahwatukee, hereinafter called COMPANY, to initiate debit entries to my/our (Select one) _____ **Checking Account** OR _____ **Savings Account** indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name: _____ Branch: _____
City: _____ State: _____ Zip Code: _____
Routing Number: _____ Account Number: _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. In the event that an auto-debit is declined, I understand that I will be charged a \$25.00 fee and the tuition payment in full will be due within 5 days.

Name(s): _____ Signature: _____
Date: _____ Phone Number: _____
Email: _____

Note: Suspension of auto-debit service requires a 10-day notification to the Summit School Business Office. All written debit authorization MUST provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

<u>For Business Office Use Only:</u>				Inv. _____	Roster: _____	Reminder: _____
Student 1:	1	2	10	Amount: _____	Prepaid Ext. Day: _____	Total: _____
Student 2:	1	2	10	Amount: _____	Prepaid Ext. Day: _____	Total: _____
Student 3:	1	2	10	Amount: _____	Prepaid Ext. Day: _____	Total: _____

**AUTO CREDIT CARD CHARGE
 PAYMENT FORM FOR 2012-2013**

I authorize the Summit School of Ahwatukee Business Office to charge the selected tuition item(s) for the following student(s) account(s) to my credit card. The credit card transaction will occur between the 1st and 5th of the month it is due.

Declined transactions may result in the application of late fees and cancellation of automatic credit card payment privileges. **It is my responsibility, as the credit card holder, to notify Student Billing of any changes in card information** (i.e., expiration date, billing address, etc.) Any changes to this payment arrangement must be done in writing to the Summit School Business Office. (Please complete only 1 form per family).

Please Select all Item(s) To Be Automatically Charged:

- One-time Application Fee of \$75 (For new students only)
- \$700 Payment Due with 2012-2013 Enrollment
- Full Year Tuition: 1 Payment July 1, 2012
- Semester Tuition: 2 Payments July 1, 2012 and December 1, 2012
- Monthly Tuition: 10 Payments July 1, 2012 and the 1st of each month thru April 2013
- Prepaid Extended Day: *(Completion of the Extended Day Enrollment Form is also required.)*
 - 9 Payments beginning August 1, 2012 thru April 1, 2013
 - 2 Payments: August 1, 2012 and December 1, 2012
 - 1 Payment: August 1, 2012
- Drop-In Extended Day: Charged the 1st week of the month following use. *(Completion of the Drop-in Ext. Day Enrollment Form is also required.)*

Student First and Last Name(s): _____

Credit Card Number _____ **Expiration Date:** (mm/yyyy) ____/____/____

Please Circle credit card type and add appropriate Security #:

VISA: 3 digit # ___ **MasterCard: 3 digit#** ___ **AMEX: 4 digit #** ____

Name on Card: _____

Signature of Card Holder _____ **Date** _____

Billing Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Telephone Number: _____ **Email Address:** _____

<u>For Business Office Use Only:</u>				Inv. ____	Roster: ____	DM: ____	Reminder: ____
Student 1:	1	2	10	Amount: _____	Prepaid Ext. Day: _____	Total: _____	
Student 2:	1	2	10	Amount: _____	Prepaid Ext. Day: _____	Total: _____	
Student 3:	1	2	10	Amount: _____	Prepaid Ext. Day: _____	Total: _____	

Extended Daycare Enrollment 2012-13

Welcome to the Extended Day Program at Summit School of Ahwatukee! We are proud to offer quality childcare before and after school for your children. Preschool Extended Day Care is for preschoolers. Elementary/Middle School Extended Day is for Kindergarteners through 8th graders. We have designed 2 programs to assist you with your schedule:

Pre-Paid Extended Daycare: For use by parents who will use before and/or after school care daily or very frequently.

Drop-In Extended Daycare: For use by parents who will use before and/or after school care from time to time.

Summit School of Ahwatukee Extended Daycare Policy:

EXTENDED DAY HOURS: The Extended Day fee covers the hours before school (7:00 AM – 8:00 AM) and after school (3:30 PM – 6:00 PM). Afternoon snacks and necessary materials are also included in the fee.

Summit Extended Day Care Program closes promptly at 6:00 PM. Parents who have not picked up their children by 6:00 PM will be charged an additional fee of \$1.00 per minute/per child. The 2nd occurrence will result in a charge of \$5.00 per minute/per child past 6:00 PM. The 3rd occurrence will result in a charge of \$10.00 per minute/per child past 6:00 PM. It is the discretion of Summit School to disallow participation in the Extended Day Care Program after the 3rd occurrence of picking up child(ren) past 6:00 PM.

RULES AND POLICIES: In the event Summit does not receive payment within 5 days of billing or we are unable to complete your auto-charge transaction, your child(ren) will not be allowed into Extended Daycare until your balance is paid in full. All school rules, procedures and policies are in effect during Extended Daycare activities. Only previously authorized persons who show proper identification AND are listed on the Emergency Cards will be allowed to pick up students. All parents/legal guardians or authorized persons must sign the student(s) into Extended Day before school and/or sign the student(s) out of Extended Day upon pick-up after school.

**Summit School of Ahwatukee
Extended Daycare Enrollment 2012-13:**

Student's Name _____ Grade: _____
 Student's Name _____ Grade: _____
 Student's Name _____ Grade: _____

Parent(s) Name(s): _____

Email address (Required) _____

Home Phone _____ Cell Phone _____

Primary Address _____

City _____ State _____ Zip Code _____

---Please complete backside of this page---

Please Select 1 of the following Programs:

Pre-Paid Extended Daycare Program Agreement:

Provides Full-time use of Extended Daycare before and/or after school daily, Preschool thru 8th grade. It begins with the first day of school and ends with the last day of school that Extended Day is offered.

Payment Options: (Select One)

- _____ **1 payment** of \$2,250 due August 1, 2012
- _____ **2 payments** of \$1,125 due August 1, 2012
and December 1, 2012

Payment Form: (Select One)

- _____ Check
- _____ Bank ACH (Complete Bank ACH form)
- _____ Auto-Credit Card Charge
(Complete Auto-Credit Card charge Form)

- _____ **9 payments** of \$250 due August 2012
thru April 2013

- _____ Bank ACH (Complete Bank ACH form)
- _____ Auto-Credit Card Charge
(Complete Auto-Credit Card charge Form)

I understand and agree to the terms of the Summit Pre-Paid Extended Daycare Program and the Payment Option /Form I have selected.

Parent/Guardian Signature: _____ **Date:** _____

Drop-In Extended Daycare Program Agreement:

Drop-In Extended Daycare rates are **\$17.00 per day**, per child for **actual days used**. You will only be charged for all Drop-In Extended Days used within a month. **Summit Policy requires all Drop-In Extended Day monthly usage to be auto-charged to your credit card with no additional fees.** Checks and auto-debit will not be accepted for the 2012-13 school year. Drop-In use will be tallied for the month and auto-charged between the 1st and 5th of the following month. A receipt of your charge will be emailed to you. If you question an Extended Day Charge, please do not hesitate to contact our business office at (480) 403-9505. ***In order to attend Drop-In Extended Daycare in 2012-13, please complete the following:***

Please Circle credit card type and add appropriate Security #:

VISA: 3 digit # ___ MasterCard: 3 digit# ___ AMEX: 4 digit # ____

16 Digit Credit Card Number: _____ **Exp. Date:** ____/____

I understand and agree to the terms of the Summit Drop-In Extended Day Program and the Auto-Credit Card payment process.

Parent/Guardian Signature: _____ **Date:** _____

For Business Office Use Only: Drop-in Roster: ____ Drop-in Admin: ____ DM: ____