

# ELCA Virtual Academy

## Parent / School Financial Contract 2010/2011

Ck# \_\_\_\_\_  
 Amt \_\_\_\_\_  
 ELFBC \_\_\_\_\_  
 EE \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Parent(s) or Legal Guardian(s):**

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_ City, ST, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Email: \_\_\_\_\_

**FATHER or Guardian:**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**MOTHER or Guardian:**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

<b>Student Name</b> <small>(Oldest to Youngest)</small>	<b>Full or Part time</b>	<b>Grade to Enter</b>	<b>Payment Plan</b> <small>(Monthly vs. Yearly)</small>

**Please read the following thoroughly.**

**SCHOOL TUITION:**

Tuition is calculated on an annual basis. For convenience, the annual tuition may be paid according to one of two plans.

**OVER**

1. **Monthly Payment Plan:** The first monthly tuition payment is due on June 1, and the last payment is due on March 1<sup>st</sup>. **All payments are due on the first of the month. After the 10<sup>th</sup> of each month a late fee of \$25.00 will be added to each student's bill and must be paid with the next payment.**
2. **Annual Payment Plan:** A non-refundable tuition deposit equal to one month of the tuition schedule is due on June 1<sup>st</sup>. This amount will be deducted from your yearly rate. Remaining balance is due in full on July 1. If it is not paid by the July 10<sup>th</sup>, the status will be changed to the monthly payment plan.

**REFUNDS:**

**The June payment is non-refundable. Tuition will be charged for the full month in which a child is withdrawn or dismissed.**

**WITHDRAWALS:**

**If it becomes necessary for parents to withdraw a student, tuition is due through the end of the current month the student attends. Student's records will not be released until the final month's payment has cleared the bank. \_\_\_\_\_ Initials**

**ADDITIONAL FEES:**

Additional fees may be charged for field trips, athletic items, science lab fees, late/lost library book, etc. These fees will be charged on your monthly statement when the activity occurs.

**ACTION ON LATE ACCOUNT:**

It is imperative that you contact the business office if a tuition payment cannot be made on time. After 10 days an account is considered delinquent. When tuition payments or fees fall one (1) month behind, the student will no longer have access to their on-line account until the account is brought up to date. If a student has a delinquent account, he/she will not be allowed to participate in any extracurricular activity such as class trips, athletics, drama, etc., until the account is current. If a student is withdrawn from ELCA with an outstanding debt to the school, the student's records will not be released until all debts are paid in full.

**ACTION ON NON-SUFFICIENT FUNDS RETURNED CHECKS:**

A charge of \$30.00 plus any charge the bank assesses the school will be collected for any checks returned to ELCA by the bank. After two non-sufficient funds checks have been received, all subsequent payments are to be made by cash, cashier's check, or money order.

**RESPONSIBILITY FOR STUDENT RECORDS AND REPORTS:**

ELCA assumes the responsibility for making available only one (1) copy of any student's records, such as report cards, progress reports, disciplinary reports, etc. In the case of dual or shared custody of a child, the parents must decide at the time of registration who will receive the school copy of the student's reports. It is then up to that parent to provide copies of these reports to the other parent, when necessary. All reports are sent home with the student, with the exception of the final report card, which is mailed.

Students will not be allowed to take final exams, receive report cards, participate in athletic events begin another semester's work, transfer permanent records, or graduate until ALL accounts with the school are paid in full.

\_\_\_\_\_  
Signature of Party Financially Responsible for Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Student