MISSION HILLS SCHOOL TUITION AGREEMENT 2020-21

Student Name _____ **Date** _____

Payment Method: ACH Cashier's Check or Money Order Cash

Initial (please circle one)

_____ I understand the tuition payment is due on the 1st of each month, and is considered late if paid after the 5th of the month.

_____ I understand any tuition payments received after the 5th of the month will incur a late fee of $50 per child. If the 5th of the month falls on a weekend or holiday, the tuition fee is due **before** the weekend or holiday- *no exceptions.*

_____ I understand personal checks cannot be used to pay for tuition. Automated Clearing House or ACH is the preferred method for MHS for all tuition payments unless the tuition payment is made in cash, money order, cashier's check, or has already been paid in full. ACH is generally scheduled to be processed on the 3rd of each month.

_____ I understand in the event that the bank account tied to the tuition payment lacks the funds to meet the tuition payment, an insufficient funds' fee will be charged by the bank. A $35 bank fee will be charged for each payment returned by the bank for any reason. If the tuition payment is late, there will also be a late payment fee. These fees must be paid by the parent/guardian immediately upon notice from the MHS Administration.

_____ I understand MHS does not send monthly invoices. It is the parent/guardian's responsibility to stay current with the tuition payments as stated in the tuition fee schedule.

_____ I understand if there is a discrepancy in tuition payments, the parent/guardian is responsible for providing the proof of payment.

_____ I understand that ACH authorization will remain in effect until I cancel it in writing, and I agree to notify MHS in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date.

_____ I understand annual tuition for the school year will not be prorated or credited, in whole or in part, for vacation, sickness, or any other absences.

_____ I understand a 30-day written notice is required for early withdrawal. In case of a mid-month withdrawal date, tuition is not refunded or prorated for the remainder of the month. Failure to provide a 30-day notice will result in a charge for the monthly tuition fee.

_____ I understand MHS does not charge for before school or after school care. The extended care provided is free of charge to all our students whether they choose to participate in it or not. The payments you make are for tuition only. **Dependent care accounts should not be utilized as MHS is not a day care center.**

_____ I understand families on financial assistance will not receive any additional discount under any circumstances.

I have read the Mission Hills School Tuition Agreement. I understand and agree to the terms and conditions set forth in the Tuition Agreement. I agree to cooperate with all the policies, rules, procedures, and expectations set forth in the document.

Parent/Legal Guardian's Name _____

Parent/Legal Guardian's Signature _____ Date _____