

**Meadowlane Christian School**  
**TUITION FEE AGREEMENT**

This Agreement is made between the named parent(s)/guardian(s), herein after referred to as "Parent", and Meadowlane Christian School, herein after referred to as "School", for the purpose of establishing rights and liabilities of the parties with respect to the payment of fees.

**NON-PAYMENT AND LATE PAYMENTS:**

The parent understands that continued enrollment is conditional upon prompt payment of tuition on or before due dates. Since Meadowlane Christian School is operated primarily on the basis of tuition, it is important to make tuition payments promptly and on schedule.

The parent agrees to make their tuition payment on the 1<sup>st</sup> of each month. It is considered late if not paid in full by the 10<sup>th</sup> of the month and a \$25 late fee will be assessed. If account is not current by the 30<sup>th</sup> of the month the child/children will be excluded from school. As soon as the account is current the child/children will be allowed to resume school. The school board will handle extenuating circumstances.

The parent understands that no letters, statements or phone calls will be expected from the school regarding past due accounts. It is the sole responsibility of the parent to see to it that the account is kept current.

The parent agrees to pay all costs of collection of delinquent accounts including but not limited to any court costs and reasonable attorney's fees.

The parent agrees to pay a fee of \$30 on all returned/NSF checks or electronic payments for any reason.

It is mutually agreed that the acceptance by the school of any payment after its due date does not waive its right to require prompt payment of any and all other payments.

**ABSENCE OR WITHDRAWAL OF STUDENT/S:**

The parent understands that all students are enrolled for the entire year and a full year's tuition must be paid. The parent agrees that they are not relieved of their obligation to make tuition or other billable item payments herein agreed to. No deduction or allowance from any of said payments shall be made by reason of absence, or suspension of any student(s). HOWEVER – in the event that any student(s) is withdrawn before the end of the school year, a two week notice is required and tuition payment is due in the following manner:

- a. Cost Per Day – Based on preschool days per school calendar.
- b. In case of withdrawal the parent's responsibility for tuition will be equal to the number of school days enrolled (including the two week notice of withdrawal) times cost per day.
- c. Student Records will be retained until Parent Receivables Account is paid in full.

**OTHER SUSPENSIONS:**

It is mutually agreed between the parties that nothing in this agreement shall be construed to limit the right of the principal to suspend any student for any just cause other than non-payment of basic tuition or other billable items.

\_\_\_\_\_  
Signature of School Board Member      Date

\_\_\_\_\_  
Signature of Parent/Guardian      Date

\_\_\_\_\_  
Printed name of signature above

\_\_\_\_\_  
Printed name of signature above

Meadowlane Christian School  
**TUITION POLICY**

Meadowlane Christian School requires that tuition and fees be paid in the following manner:

1. Payment of a one-time per school year registration fee to confirm enrollment.
2. Payment of one full month's tuition at Aug. open house or before September 1 (or due at the time of enrollment) which will be applied to May's tuition; therefore, no payment is due in May.
3. Each month's tuition, starting in September, is to be paid in full before the 10<sup>th</sup> of each month. No monthly invoices or statements will be issued. Please use the provided payment coupons to ensure that your account is accurately credited.
4. Any late pick-up fees are due at the time they occur. A late pick-up fee of \$10.00 will be charged for each 10 minutes a child is left beginning at 11:40 a.m. and 3:10 p.m.

A late fee of \$25 will be assessed after the 10<sup>th</sup> of the month and each month thereafter until the account is current. If the account is not current by the end of the month, your child will not be allowed to attend preschool.

A fee of \$30 will be assessed for any checks or electronic payments returned for any reason.

The monthly tuition payment is equal to 1/9 of the yearly preschool tuition and will not be reduced or refunded because of vacation time, sick time or snow days.

Families with multiple children attending Meadowlane Christian School may apply for a sibling discount. Tuition for the oldest child is full tuition; additional children can receive a 10% tuition discount. Parents must request this discount in writing.

Your tuition payment can be made by check or cash to the secretary in the office or you may wish to make your payment electronically. Contact the school treasurer for information on electronic payment.

Please accept and keep a receipt for any cash payments. When making a payment by check or cash, always use the Coupon Book provided to ensure that your account will be credited properly.

A payment record will be kept available to you as needed. You may call the office at 327.4441 to verify that the office is open when you wish to come in. You may also mail your payment to:

Meadowlane Christian School  
5810 S. Meadowlane Road  
Spokane, WA 99224