

**ONE-TO-ONE CREDIT CLASSES TUITION AGREEMENT FORM**

STUDENT'S NAME \_\_\_\_\_ NICKNAME \_\_\_\_\_ EMAIL \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_ HOME PH # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

GRADE LEVEL IN SCHOOL \_\_\_\_\_ HOME SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BILLING ADDRESS  SAME OR \_\_\_\_\_

MOTHER \_\_\_\_\_ HM # \_\_\_\_\_ WK # \_\_\_\_\_ EMAIL \_\_\_\_\_

FATHER \_\_\_\_\_ HM # \_\_\_\_\_ WK # \_\_\_\_\_ EMAIL \_\_\_\_\_

How did you hear about The Academic Institute, Inc? \_\_\_\_\_

**MONTHLY TUITION:** Year round tuition is calculated annually and divided into equal monthly payments regardless of the number of school days per month. Summer tuition is paid in two equal payments.

*NOTE: Semesters are typically five months. You pay semester tuition monthly. However, students are encouraged to proceed at their own pace. Due to our small class sizes, students often complete a semester credit in two months or so. You pay on the first of each month.*

1.) Annual Registration Fee: \$ 125.00  
 Book Fee: \$ 75.00 \$ \_\_\_\_\_

2.) Class Fees:

ONE-TO-ONE RATES:

\$ 75.00 / hour

Class title:	Start date:	Textbooks / Materials:
<b>TOTAL DUE FOR CLASSES:</b>		\$ _____
Please select payment method:		
___ 1. Credit Card	Date _____	Amount \$ _____
___ 2. Check	<b>Due Date</b> _____	<b>Balance</b> \$ _____
If you elect to pay by check:		
1. If you need to pay by check add a \$25 per monthly tuition processing fee. 2. Checks are to be mailed to Sherrill O'Shaughnessy at TAI, 13400 NE 20 <sup>TH</sup> STREET, SUITE 47, BELLEVUE, WA 98005. 3. Checks are NEVER to be brought to the school. 4. Checks received after the first will be assessed a \$35 late fee.		
<b>Your monthly payment amount is \$ _____.</b>		

**TERMS AND CONDITIONS:**

1. A registration fee is due upon enrollment **and is non-refundable.**
2. Tuition fees are non-refundable. In cases of extenuating circumstances beyond the family's control, every attempt will be made to offer options that will allow the student to complete their class. The students and family will be expected to accept any options that are feasible and reasonable.
3. All tuition is due on the first of each month. \$25 will be assessed for NSF (non-sufficient funds) on ACH.
4. Regular progress meetings ensure success. The most expedient way to schedule an appt is by email: [jennifer@academicinstitute.com](mailto:jennifer@academicinstitute.com).
5. Tuition is calculated annually and divided into equal monthly payments regardless of the number of school days per month.
6. **A one-month written notice prior to the end of a student's semester term is required for a parent to withdraw a student from class.**

**THE ACADEMIC INSTITUTE, INC.**  
[jennifer@academicinstitute.com](mailto:jennifer@academicinstitute.com)

**PARENT / GUARDIAN**

Date

Date

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