

SCHOOL 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: SMALL GROUP RATES: ONE-TO-ONE RATES:
 1 class \$ 425.00/month \$75.00/hour
 2 classes \$ 805.00/month
 3 classes \$ 1,225.00/month
 4+ classes \$ 1,625.00/month

Class title:	Start date:	Textbooks / Materials:
TOTAL DUE FOR CLASSES:		\$ _____
Please select payment method:	Date _____	Amount \$ _____
___ 1. Credit Card		
___ 2. Check	Due Date _____	Balance \$ _____
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 TH 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.		
Your monthly payment amount is \$ _____.		

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: sherrill@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.
sherrill@academicinstitute.com

PARENT / GUARDIAN

Date _____

Date _____
