THE ACADEMIC INSTITUTE, INC.
O'Shaughnessy & Associates
13400 NE 20th St., Suite #47 ● Bellevue, WA 98005
(425) 401-6844 Fax ● (425) 401-6323 ● jennifer@academicinstitute.com ● www.academicinstitute.com

SMALL-GROUP CREDIT CLASSES TUITION AGREEMENT

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	$_____
Monthly Study Hall Fee:	$ 25.00	
Monthly College Coaching Fee:	$ 25.00	

2.) Class Fees:

	SMALL GROUP RATES (Maximum of seven students):
One to one	$ 75.00/hour
1 class	$ 450.00/month
2 classes	$ 875.00/month
3 classes	$ 1,300.00/month
4+ classes	$ 1,725.00/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 Jennifer O'Shaughnessy at TAI, 13400 NE 20TH STREET, SUITE 47, BELLEVUE, WA 98005.
3. 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 assed 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.
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.**

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jennifer@academicinstitute.com

_____ **Date** _____

PARENT / GUARDIAN

_____ **Date** _____