



# Emmanuel Lutheran Preschool Tuition Agreement 2023-2024

**FAMILY NAME:** \_\_\_\_\_

**CHILDREN:** \_\_\_\_\_

**PAYMENT PLAN: Refer to the Tuition Schedule on the back side.**

Monthly payments of \_\_\_\_\_ are due on the 1<sup>st</sup> or 15<sup>th</sup> of each month, starting with August 2023 and continuing through May 2024.



FACTS enrollment is required for collection of tuition payments. To ensure regular and timely payments, tuition is paid through FACTS, our tuition management company. Families are required to create an account in which automatic payments are set up using bank account or credit card (credit card processing fees apply). A financial agreement will be submitted during the enrollment process. The FACTS online link is found at [www.elstempe.org](http://www.elstempe.org)

## **FINANCIAL AGREEMENT: Please initial**

\_\_\_\_\_ I/We agree to make tuition payments for the 2023-24 school year according to the program selected.

\_\_\_\_\_ I/We understand a registration fee of \$150 per student is to be paid prior to the student attending school.

\_\_\_\_\_ I/We understand any unpaid balance of tuition or other school fees over 30 days will be subject to a late fee or monthly finance charge.

\_\_\_\_\_ I/We understand that there is no pro-rating of tuition. Should enrollment begin on or before the 15<sup>th</sup> of the month, the full month's tuition is due. Enrollment that occurs between day 16 and the end of the month, half the monthly rate will be charged.

\_\_\_\_\_ I/We understand that any change in schedule requires a written two-week notice.

\_\_\_\_\_ I understand that once my child turns 5 years old, ESA funds are available for tuition and a processing fee for ESA funds will apply.

## **SIGNATURES**

By signing this document, I acknowledge that I understand and agree to the financial policies and agreements of Emmanuel Lutheran Preschool as indicated here and the school handbook.

Parent/Guardian Print: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**To whom should correspondence be emailed regarding tuition invoices and payments?**

**Parent/Guardian Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

\$150 Registration Fee Paid

Received by \_\_\_\_\_

Cash  Check # \_\_\_\_\_

Online Payment