

JCS Tuition Payment Agreement Form (2023-2024)

The Tuition Payment Agreement Form is an agreement between Juniata Christian School and:

Name: _____

Address: _____

City, State and Zip _____ Phone: _____

Per the Financial Collection Policy adopted by the JCS School Board on July 1, 2015 and subsequently amended April 23, 2020, I understand the following:

_____ I must turn in this form to the school office, **prior to the first day of school**, and this form deemed completed and accepted by JCS Administration, before my children will be cleared for attendance.

_____ I must initial each item and sign this form.

_____ Tuition may be paid at the beginning of the school year (one payment) or using 10 monthly payments.

_____ If I elect to pay at the beginning of the school year, I will receive a \$100 credit to my account.

_____ If I elect to use the 10 month payment plan, each payment will be due on the 1st of the month, starting on August 1 and ending on May 1.

_____ Any fees incurred (class fees, sports fees, etc.) will be noted on monthly statements and due with the following month's tuition payment.

_____ Any "over-payment" at any time of a monthly payment will be applied first to any fees then owed and then to the next month's payment(s).

_____ Any outstanding balances, as of the **15th of the month**, will be assessed a late fee equal to 5% of the present outstanding balance, up to a max. of \$50.

_____ If during a semester, my account goes unpaid for **45 days** after any scheduled payment, my children will be placed on "financial suspension" until which time that **45 day delinquent balance** is paid. (Special arrangements may be considered by Administration and JCS Board for extraordinary hardship cases).

_____ My family's TUITION and FEES for the current semester must be paid before my children may begin the next semester. (Exception: January 1 **Tuition Payment only**)

_____ If my account remains delinquent without payment activity for a period of 1 year, JCS may refer my account to collections.

A message from Administration and the JCS Board: JCS has always chose to extend as much "grace" as possible. We are a non-profit organization with no reserve funds available to draw upon. Our annual budget is most often a zero-based budget meaning income equals expenses – income must be realized from you as the year progresses, in order for us to meet our obligations in paying staff as the year progresses. The maximum 45 day "grace period" for families meeting their financial obligations is the limit on which "grace" can be extended. Please understand and do your utmost to meet your monthly obligation as agreed upon. Thank you!

We plan to pay our tuition as follows (please mark one)

_____ One payment

_____ 10 monthly payments

Responsible party: _____

TPAF deemed completed and accepted _____

JCS Administrator