



2010-2011 Payment Options and Procedures Agreement

Student's Name: _____ Print Student's Full Name

Attending School: _____

Tuition Fee:

Annual tuition for students in PK -12th grade will be **\$5,690**. *Students entering or withdrawing CSD schools, after the normal dates, will be subject to a prorated annual tuition.*

Payment Options: (Please check which payment schedule you will use)

- Pay in full: **\$5,690** by August 15th.
- Pay in two installments: **\$2,845** by August 15th and January 15th.
- Pay in quarterly installments: **\$1,422.50** by August 15th, October 15th, January 15th, and March 15th.
- Payments made in 10 monthly installments: **\$569** by the 15th of each month; August through May.

Payment Methods: (Please check which payment method you will use)

- Automatic bank draft (this applies to a 10 month payment schedule ONLY)
- Check, money order, cashier's check, or cash

Tuition Payments:

- If payment is not received by the 20th day of the month and the parent/guardian of the tuition student has not made contact with Ingrid Austin, Finance Office (404) 370-4400 ext.922, concerning this matter; the school system will begin the process for terminating the student's enrollment.
- If a check for payment is returned, only a cash payment, cashier's check, or money order will be accepted for all future payments. There will also be a \$25.00 insufficient funds fee applied to your account.

Consequences for Non-payment/late payment of tuition:

- Report card or any other student records will not be released to students/parents.
- Student will not be allowed to participate in athletics or extracurricular activities.
- If outstanding fees are not paid prior to graduation, seniors will not be permitted to participate in the graduation ceremony.
- If parent/student receives payment for services from CSD, payment can be applied to cover outstanding tuition.
- If payment is two or more months in arrears, withdrawal procedures will begin and the process will not extend past the end of the current semester.
- If all tuition is not paid by the **end of the current school year**, the student will not be allowed to return the following school year.
- Legal measures to collect past due tuition will be exercised to the full extent of the law, by means of a collection agency or attorney collection processing, and reporting to the credit bureau.
- Legal measures to collect monies from returned checks will be exercised to the full extent of the law

I have read and agree to abide by the above tuition payment information and agreement.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date