# Our Savior Lutheran School 2015-2016 Tuition Agreement and Payment Plan RETURN THIS FORM WITH YOUR FIRST PAYMENT due on July 1

| For o   | ur child's Our Savior Lutheran School   | (OSLS) 2015-2016 ac  | ademic school yea   | r enrollment, we agre   | e to pay OSLS the a     | annual tuition of |  |
|---|---|--|---|-------------------------|-------------------------|-------------------|--|
| \$  | together with any and all   | fees. We submitted   | the non-refundable  | registration fee to ins | sure the enrollment o   | of our child,     |  |
|   | Student Name:   |  |   | Grade:                  | 1st Chile               | Add/I Child       |  |
| Wo u  |   | ating ourselves upon   |   |                         |                         |                   |  |
| We understand and agree that we're obligating ourselves unconditionally to pay the tuition and fees assessed this academic year and that no portion of such tuition or fees will be refunded or cancelled notwithstanding our child's absence, withdrawal, or dismissal from OSLS. [Parents/Guardians make tuition payments in advance. Refunds for dismissals, expulsions, or early withdrawals are made on a pro-rated basis according to the end of the month in which the withdrawal is made. We require a two-week written notice prior to withdrawal; regardless, we charge for the two weeks.] The Application Fee and Registration Fee are NOT refundable nor transferable.   |   |  |   |                         |                         |                   |  |
| or payme  | tuition payment options are available to the plan. For K-8, please indicate if control of the payment.] (Refer to the 2015-201)   | day care is needed. <b>Y</b>                                     | 'ou'll pay a \$40 sei   |                         |                         |                   |  |
|   | ANNUAL PAYMENT – Tuition [If payment under this option is   |  |   |                         |                         |                   |  |
|   | SEMESTER PAYMENTS – Tui<br>before July 1, 2015, and the sec<br>[If payments under this option a   | cond installment is  | due on or befor   | e December 1, 20        | 015.                    |                   |  |
|   | QUARTERLY PAYMENTS – Tuition is payable in advance in four (4) installments; the four payments are due on July 1, 2015, October 1, 2015, December 1, 2015, and March 1, 2016. [If payments under this option are not received by the due dates, our account will be charged a \$40 late fee.] |  |   |                         |                         |                   |  |
|   | MONTHLY PAYMENTS – Tuiti<br>each month starting July 1, 201<br>[If payments under this option a<br>If choosing this option, you w<br>and attach a voided check or   | 5, and ending Apr<br>are not received by<br>vill enroll in the a | il 1, 2016.<br>y the due dates,<br><mark>utomatic dedu</mark> c | our account will b      | e charged a \$40        | late fee.]        |  |
|   | Please enroll our child in the Da   | ay Care Program.   | (Grades K-8) \  | Ve will pay the ad      | ditional fee for th     | nis.              |  |
|   | Before School Care  | After Sch  | ool Care  | _Both<br>\$2380         | Early Disn              | nissal Days only! |  |
|   | Please enroll our PRESCHOOL   | CHILD in the follo   | owing program.  | We will pay acco        | ordingly.               |                   |  |
|   | 8:00 am – 12 no   |  | _6:00 am - 3:00<br>\$7800                                       | pm                      | 6:00 am – 6:0<br>\$9780 | 00 pm             |  |
| We have chosen our payment plan, and we have noted the payment schedule. We will not receive billings, and we will pay according to the schedule stated in the plan. Any Returned Checks will be assessed \$25. When we incur any additional fees, they are due immediately. Students may be suspended if payments are not made in a timely manner.   |   |  |   |                         |                         |                   |  |
| If we fail to pay outstanding tuition or fee balances in full by April 15, 2016, our child will be released from Our Savior school enrollment. All outstanding tuition balances will be due within 30 days if students are no longer enrolled for any reason. 8th Graders will not graduate unless all tuition fees and other delinquent accounts are paid by the above date. Delinquent accounts of released students will be turned over to a collection agency or referred to legal counsel for collection. In case action is taken, whether by court proceedings or otherwise, to collect any sum which may become due under the terms of this Agreement, the undersigned promise to pay in addition to any amounts owed plus interest, all costs of collection, including reasonable attorney and additional collection-agency fees of 50% of the unpaid balance, and other expenses incurred by OSLS. |   |  |   |                         |                         |                   |  |
| We agree to accept the rules and regulations of OSLS as stated in the Parent-Student Handbook.  Both Parents or Guardians who are financially responsible for the above mentioned student must sign below.  |   |  |   |                         |                         |                   |  |
|   |   |  |   | _                       |                         |                   |  |
| Father/G  | Guardian Signature  | Date   | Mother/   | Guardian Signature      | !                       | Date              |  |

## COMPLETE THIS SECTION FOR ENROLLMENT IN THE MONTHLY AUTOMATIC DEDUCTION PLAN

(Return this form with your first payment due on July 1, 2015)

| Last  | First  |  |                 | Middle Initial |  |  |
|---|--|--|-----------------|----------------|--|--|
|   |  |  |                 |                |  |  |
| Mailing Address   | City   |  | State           | Zip Code       |  |  |
|   |  |  |                 |                |  |  |
|   |  |  |                 |                |  |  |
| Home Telephone Number   | Work Numl  | per  | Cellular Number |                |  |  |
|   |  |  |                 |                |  |  |
| Check the appropriate section:  |  |  |                 |                |  |  |
| X New enrollment/authorization for the 2015-16 academic year.   |  |  |                 |                |  |  |
| New enrollment/authorization for the 2015-10 academic year.   |  |  |                 |                |  |  |
| PRIVACY/CONFIDENTIALITY: This Authorization Form is seen by the non-profit Lutheran organizations enrolled in Simply Giving® as well as by the Vanco Services employees who process it. In addition, participant name and address information may be provided to Thrivent Financial for Lutherans. Participant information will not be shared with any other organizations. |  |  |                 |                |  |  |
| Payments should be taken from:  |  | I authorize Thrivent Financial for Lutherans and Vanco |                 |                |  |  |
| Checking (attach a voided chec  | Services, LLC to automatically withdraw tuition payments from my account. I have attached a voided check or savings deposit slip. This authority will remain in effect |  |                 |                |  |  |
| Savings (attach a savings depo  | until I give reasonable notification to terminate the  |  |                 |                |  |  |
| Credit Card (Master Card or VIS   | authorization.  Authorization Signature:   |  |                 |                |  |  |
| Routing No.:  |  |  |                 |                |  |  |
| Account No:   |  |  |                 |                |  |  |

## Attach a voided check or savings deposit slip.

If you have any questions regarding tuition, please call the Account Manager at 488-0000 ext. 222.

### **OUR SAVIOR LUTHERAN SCHOOL**

#### School Year 2015-2016



Welcome to the 2015-2016 school year!

Please read the information below, as well as the enclosures and note the deadlines to return forms.

### **OPENING SCHEDULE**: (Note that school will begin sessions on August 5<sup>th</sup>)

| Wed | July 29 | <b>Orientation Day</b> , 7:00-10:00 a.m. OR 11:00 a.m 1:00 p.m. (Room 4 next to the office) |
|-----|---------|---|
| Wed | Aug 5   | First School Day, K-8 Early Dismissal (pick-up 11:30 or 11:45 a.m.),                        |
|     |         | Daycare until 6:00 p.m. – bring sack lunch from home, Preschool has Regular Hours           |
| Thu | Aug 13  | Back to School Night, PS - Grade 2 Parents, 6:30-8:00 p.m.                                  |
| Fri | Aug 14  | Back to School Night, Parents of grades 3-8 students, 6:30-8:00 p.m.                        |
| Wed | Aug 26  | K-8 Early Dismissal (pick up 11:30 or 11:45 a.m.)   |
|     |         | Daycare until 6:00 p.m., Preschool has Regular Hours  |
| Fri | Sep 4   | Parent-Teacher Conferences-No School, No Day Care   |
| Mon | Sep 7   | Labor Day, No School  |
| Mon | Sep 21  | Picture Taking Day  |
| Tue | Oct 27  | Flu Inoculations Clinic (8:00-10:00 a.m.)   |

ORIENTATION DAY: (Also known as "Registration Day") A parent or legal guardian must attend to submit contact information forms, health forms, lunch forms, payments, etc. <u>Incomplete forms will not be accepted.</u>
You will need the following information: Student's Social Security Number, Physician or Clinic and phone number, and Names, Addresses, and Phone Numbers of at least 2 adults whom we may contact in case either parent cannot be reached. Students may not start school until forms are completed.

**NEW OR TRANSFERRING STUDENTS**: Submit to the office a <u>RELEASE FORM</u> from your former school and the <u>Health Form 14</u> showing TB clearance, physical exam and immunizations completed and updated.

HEALTH RECORDS: Returning students must have a TB clearance and a Physical Exam every 2 years.

TUITION PAYMENTS: Starting July 1, payments due on the 1<sup>st</sup> of the month with a 10-day grace period. Credit Card payments available <u>only online with added fees.</u> Refer to Fee Schedule.

LUNCH ORDERS: Opulicious Forms will be made available online as soon as it's ready.

Combine checks for siblings ok, but please fill out 2 separate order forms for each child.

SCHOOL UNIFORM RESALE, K-8: Almost-new uniforms will be available for resale in Room 301

SALES: Bibles, Catechism Book, Protective Goggles, Phonics Plus (Cards & CD)

**ELEMENTARY DAYCARE**: Before School Care Drop-Off: Room 201 or 202. (Doors open @ 6:00 a.m.) After School Care Room Assignments: Room 201 or 202 = PS, Room 203 = Gr. K-8 **Day Care students please remember to bring home lunch on half-days 11:30/11:45 dismissal.** 

**PRESCHOOL**: Separate information attached.

