

**CREATIVE SCHOOL AT WHUMC
FINANCIAL OBLIGATION CONTRACT 2021-2022**

FINANCIAL POLICIES

1. **ENROLLMENT** IS HELD LATE JANUARY, EARLY FEBRUARY PRECEDING THE TERM. ENROLLMENT IS OPENED INITIALLY TO STUDENTS CURRENTLY ENROLLED; SECONDLY, TO MEMBERS OF WALNUT HILL UNITED METHODIST CHURCH; AND LASTLY, TO NEW FAMILIES.

2. **REGISTRATION FEES ARE NON - REFUNDABLE.**

3. **OBLIGATION TO PAY** - YOUR CHILD IS ENROLLED FOR THE ENTIRE SCHOOL YEAR AND YOU HAVE CONTRACTED TO PAY THE TOTAL NINE MONTH TUITION.

4. **TUITION** - WILL BE PAID AS FOLLOWS:

A. THE FIRST TUITION PAYMENT FOR THE MONTH OF SEPTEMBER IS DUE IN THE CREATIVE SCHOOL OFFICE NO LATER THAN MAY 1, 2021. **THIS PAYMENT IS NON-REFUNDABLE. THIS PAYMENT IS NEEDED TO RESERVE YOUR CHILD'S PLACE IN A CLASS.**

B. SUBSEQUENT MONTHLY TUITION PAYMENTS FOR THE SCHOOL YEAR WILL BE DUE ON SEPTEMBER 1, THROUGH APRIL 1.

C. TUITION MAY BE PAID IN FULL ON SEPTEMBER 1, OR MAY BE PAID BY THE SEMESTER. CREATIVE SCHOOL IS A NON - PROFIT ORGANIZATION, ENDEAVORING TO PROVIDE A SERVICE TO THE COMMUNITY. ALTHOUGH NON-PROFIT, THE SCHOOL IS SELF - SUPPORTING AND DEPENDS ON YOUR PROMPT PAYMENT OF TUITION TO MEET ITS OBLIGATIONS.

A. **TUITION IS DUE ON THE FIRST OF EACH MONTH.** YOU WILL ENROLL IN AUTOMATIC PAYMENTS EITHER WITH YOUR BANK ACCOUNT (NO FEE) OR WITH A CREDIT CARD (CONVENIENCE FEES VARY AND WILL BE APPLIED). ENROLLMENT AUTHORIZATION FORM WILL NEED A SIGNATURE AND A PAPER COPY WILL BE KEPT IN OFFICE. YOU MAY MAKE CHANGES AT ANYTIME BY CONTACTING BILLING ADMINISTRATION. THE EZCARE PORTAL IS AVAILABLE TO ALL FAMILIES TO MONITOR THEIR ACCOUNT. FAMILIES WILL BE INVOICED AND PAYMENT PROCESSED ON SAME DAY WITH EMAIL NOTIFICATION.

B. **LATE FEES**

a. LATE PAYMENT: TUITION/EXTENDED TUITION ARE DUE ON THE FIRST OF EACH MONTH. IF YOUR ACCOUNT IS NOT CURRENT AFTER THE 10TH OF THE MONTH, A \$25 LATE FEE WILL BE ASSESSED.

- b. LATE PICKUP: IF YOUR CHILD IS NOT PICKED UP BY THE STATED CLOSING TIME(12:10), (2:10 - EXTENDED CARE) A LATE FEE OF \$25.00 WILL BE ASSESSED AT THAT TIME.
- c. NSF/RETURNED CHECK: CHECKS RETURNED BY THE BANK FOR ANY REASON WILL INCUR A \$30 FEE.

5. **REFUND POLICY** – SIGNING THE ENROLLMENT APPLICATION AND FINANCIAL FORM IS A PROMISE THAT YOU WILL PAY THE TUITION IN FULL AND FILL A PLACE IN ONE OF OUR CLASSES. THE STEERING COMMITTEE HAS DETERMINED THAT A FAMILY MAY BE RELEASED FROM THE CONTRACT TO THE SCHOOL, IF A FAMILY MOVES TO A DIFFERENT CITY, MORE THAN 25 MILES AWAY.

CREATIVE SCHOOL AT WHUMC
10066 MARSH LANE
DALLAS, TEXAS 75229

FINANCIAL OBLIGATION CONTRACT

IN CONSIDERATION OF ENROLLMENT FOR THE 2021-2022 ACADEMIC SCHOOL YEAR THE UNDERSIGNED AGREES TO PAY THE REQUIRED ANNUAL FEE AS SPECIFIED BELOW:

THE REGISTRATION FEE IS DUE WHEN THE APPLICATION FOR ADMISSIONS IS SUBMITTED. THE FIRST TUITION FEE IS DUE MAY 1, 2021. SUBSEQUENT PAYMENTS FOR THE SCHOOL YEAR ARE DUE ON THE FIRST OF THE MONTH BEGINNING SEPTEMBER 1 THROUGH APRIL 1.

THE BALANCE OF TUITION MAY BE PAID IN ANY OF THREE WAYS:

1. YEARLY DUE SEPTEMBER 1.
2. SEMESTER THE FIRST HALF DUE SEPTEMBER 1 AND THE SECOND HALF DUE JANUARY 1.
3. MONTHLY EIGHT CONSECUTIVE PAYMENTS DUE THE FIRST DAY OF EACH MONTH BEGINNING SEPTEMBER 1 THROUGH APRIL 1.

I UNDERSTAND THAT IN SIGNING THIS FINANCIAL OBLIGATION CONTRACT FOR THE ACADEMIC YEAR, I AM AGREEING TO ACCEPT THE RULES CONCERNING PAYMENT OF FEES AS REFERRED TO ABOVE. I ALSO AGREE TO THE CREATIVE SCHOOL POLICY THAT A \$25.00 LATE CHARGE IS ASSESSED AFTER THE 10TH OF THE MONTH. TWO MONTHS IN ARREARS MAY RESULT IN STUDENT SUSPENSION. THERE IS A \$30.00 RETURNED CHECK FEE.

IN ORDER TO RESERVE A PLACE FOR YOUR CHILD THE FOLLOWING MUST BE RECEIVED BY THE CREATIVE SCHOOL OFFICE:

- ENROLLMENT APPLICATION FORM
- FINANCIAL OBLIGATION CONTRACT
- AUTOMATIC PAYMENT AUTHORIZATION FORM
- REGISTRATION FEE

***THE MEDICAL INFORMATION FORM, SIGNED BY YOUR CHILD'S PHYSICIAN IS DUE BEFORE THE FIRST DAY OF SCHOOL.

THIS CONTRACT WILL BE ON FILE IN THE SCHOOL OFFICE.

I (WE) PLAN TO PAY MY CHILD'S TUITION IN THE FOLLOWING MANNER:

_____ YEARLY _____ SEMESTER _____ MONTHLY

X _____
SIGNATURES OF PARENT(S) OR GUARDIAN(S) FINANCIALLY RESPONSIBLE FOR STUDENT.