



The Carver Academy

217 Robinson Place San Antonio, Texas 78202

Phone (210) 223-8885 Fax (210) 223-8970

www.thecarveracademy.org

Financial Policies

New Enrollments: Families new to TCA are required to pay a \$200 student deposit and a \$70 student supply fee at the time of contract signing. Once enrolled, the payments are non-refundable.

Payments: Tuition is billed in accordance with the option plan chosen on the student contract. Families can choose to pay tuition on a 10-month payment plan, four-month payment plan or can make one annual payment due by August 15th.

- ◆ Fees and charges for tuition are due and payable as specified in the Tuition Schedule regardless of days of attendance and if any portion of tuition fees and charges due are not paid by the dates listed in the attached schedule, such payment may be considered late and in default of fulfilling the student contract.
- ◆ Families will be charged a \$25.00 late fee for amounts received after the 20th of the month.
- ◆ The Academy may suspend a child from class and participation in Academy activities or withhold a child's report card if ANY fees and/or charges are due and unpaid and that such suspension shall not relieve the family of any obligation to make overdue payments and/or charges.
- ◆ Should a check for fees or charges be returned for any reason an additional \$10.00 fee will be incurred.
- ◆ A 2.5% handling charge will be added to the amount of all payments processed by credit cards.
- ◆ Should a family choose to pay tuition fees and charges in a payment plan then an additional \$30.00 handling fee per tuition year will occur.

Refunds: Fees are all non-refundable. Application fees are active for one school year and must be submitted each time a child re-applies.

Early Withdrawals: Unless the enrollment contract is cancelled in writing and delivered to the Head of the Academy on or before the Cancellation Date of April 1, 2010, it is understood by the parent(s)/Guardian(s) that a contractual obligation exists to pay the full tuition and fees, and that there shall be no refund of the enrollment deposit. Upon written cancellation by that date, the Academy shall refund the prepaid enrollment deposit of \$200.00.

Late Payments: It is critical that payments be made in a timely fashion. Therefore, the following guidelines have been established:

- ◆ Payments are due on the 15th of each month.
- ◆ A late fee of \$25.00 will be charged after the 20th of the month.
- ◆ The Academy may suspend a child from class or withhold a child's report card if ANY fees and/or charges are due and unpaid.

Scholarships: Scholarship opportunities are available to all that qualify. Families desiring financial assistance are encouraged to apply; however, the financial request form and copies of required documents must be completed and submitted at the time of application.

I/we understand the financial policies of The Carver Academy and agree to abide by all of them.

Parent Signature

Date