



**Junior Jacket Academy
Payment Options and Procedures Agreement**

Student's name: _____
(Print student's full name)

Tuition Cost:

Age/ Weekly cost	Monthly Cost	Every 2 Month Cost	Yearly Cost
3 yr. olds/ \$120	\$ 456	\$912	\$4560
4 yr. olds/ \$130	\$ 418	\$836	\$4180

Payment Types:

- Online Card payments are available through Calhoun City School's webpage. **A fee will be charged by the online payment service and is determined by this service.**
- Personal Check. Returned check fee will be charged.
- Cashiers Check/ Money Order
- Cash

Payment Options: Tuition may be paid in any of the following ways.

- Monthly- Due on the first school day of each month.
- Bi-Monthly (Every two months)- Due on the first school day of the first month.
- Payment in full for the whole year
 - Note: A \$30 late fee will be due on payments made on or after the 5th school day of each month.

Tuition Due Dates:

Month	Monthly payment	Bi-Monthly	Late Payment	Yearly
August	August 12	August 12 (Aug/Sept)	August 18	August 12
September	September 1	(Paid on August 12)	September 8	
October	October 1	October 1 Oct/ Nov)	October 9	
November	November 2	(Paid on October 1)	November 6	
December	December 1	December 1(Dec/Jan)	December 7	
January	January 6	(Paid on Dec 1)	January 12	
February	February 1	February 1(Feb/ March)	February 5	
March	March 1	(Paid on February 1)	March 5	
April	April 1	April 1 (April/ May)	April 14 (due to spring break)	
May	May 3	(Paid on April 1)	May 7	

*** Continued tuition payment information on the back of this form. Please read and sign on back.**

- Calhoun City Schools and Junior Jacket Academy cannot provide financial documentation for tax purposes (or similar requests). We can provide our tax number. Parents/Guardians should keep checks and receipts to serve as documentation for taxes.
- If tuition payments are not received on the fifth school day of each month, the account will become delinquent and a \$30 late fee will be assessed and added to the tuition amount due.
- If you will not be making a tuition payment on time, please contact the office to speak to an administrator before the due date. If contact is not made by the parent/guardian, CCS can begin the process of immediate termination of the student's enrollment so that another student can be chosen from the waiting list.
- If a bi-monthly payment option is chosen, tuition for both months should be paid on the first school day of the first month. Example: Tuition for August and September is due on August 12.
- If a check is returned due to insufficient funds, a returned check fee will be assessed by our check recovery company. Payment is due to this company.
- If a check is returned due to insufficient funds, only a certified/cashiers check or money order will be accepted for repayment. A second returned check will require cash, certified/cashiers check or money order for any and all future payments.
- A returned check will be treated as non-payment of tuition and will result in termination of the student's enrollment if the tuition and fees are not paid within 24 hours of notification to the parents/guardians.
- Calhoun City Schools will not hold post-dated checks for any reason.
- Student records will not be released if tuition is not current.
- 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 and will be reported to the credit bureau.
- Legal measures to collect monies for returned checks will be exercised to the full extent of the law.
- Credits are not allowed for missed school days. If a student is going to be out of school on the due date (other than no more than 3 days for an illness), plans should be made to pay tuition before the absence/ due date. Any tuition paid after the due date will be assessed with a late payment.

KEEP (before/after school child care)

- KEEP is a program offered to parents/guardians for before and/or after school child care. Hours of operation and fees are posted on the CCS website.
- KEEP is not a part of JJA or PreK and requires separate payments from tuition. A KEEP information and sign up sheet will be provided at a later day.

My child will stay in KEEP before school care: YES ____ NO ____

My child will stay in KEEP after school care: YES ____ NO ____

I, parent or guardian, am financially responsible for the named student, have read and agree to abide by the tuition payment options, procedures, and agreement.

PRINT name of parent/guardian responsible for student

Signature of parent/guardian responsible for student

Date