

**MERCY ACADEMY**  
**TUITION AGREEMENT**  
2022-23 ACADEMIC YEAR

**PLEASE**  
**COMPLETE BOTH**  
**SIDES OF FORM**

(CONTACT INFORMATION)

Student Name \_\_\_\_\_

Grade-Fall 2022 \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Address City State Zip Code

Telephone \_\_\_\_\_

Cell Home Work

**This form must be completed annually by all parent(s)/guardian(s) with students attending Mercy Academy BEFORE enrollment can be completed. Tuition amounts will be communicated by February 22, 2022 and will be reduced by any financial aid and/or scholarships awarded by May 2022. For freshman and transfer students, we will also split the iPad cost equally into payments. There is no interest charged on any of our payment plans.**

**TUITION PAYMENT PLANS**

Check one of the following tuition payment options, payable via your FACTS account:

Option 1: One payment deducted on July 5, 2022.

Option 2: Two equal payments deducted on July 5, 2022 and January 5, 2023.

Option 3: Three equal payments deducted on July 5, 2022, October 5, 2022 and February 5, 2023. FACTS will directly charge you a \$50 annual fee for this option.

Option 4: Eleven equal monthly payments, beginning June 2022 and concluding April 2023. Payments can be deducted by FACTS on the 5<sup>th</sup> or 20<sup>th</sup> of each month. FACTS will directly charge you a \$50 annual fee for this option.

**INCIDENTAL BILLING**

FACTS Incidental Billing will be utilized for charges such as retreat, athletic fee, etc. Incidental Billing allows for an invoice to be generated and sent to parents/guardians either via email or postal mail and allows that invoice to be paid via the FACTS system without sending in cash or a check to Mercy Academy.

**COLLECTION AND REFUND POLICIES**

Tuition is due according to the payment plan selected above. Tuition payments will automatically be deducted from your checking or savings account by FACTS. You must go online and set up your FACTS account.

The school reserves the right to request payment in cash or certified check when payment is being made on a delinquent account and/or if the school receives a personal check that does not clear the bank. All accounts must be paid to date in order to:

- Start the school year
- Take midterms and return second semester
- Take finals at the end of the year
- Participate in graduation and receive a diploma
- Obtain a transcript

Should your student leave Mercy for any reason, you would be responsible for tuition according to the following:

- 25% from first day of school through September 30<sup>th</sup>
- 50% from October 1<sup>st</sup> through November 30<sup>th</sup>
- 75% from December 1<sup>st</sup> through January 31<sup>st</sup>
- 100% any time after January 31<sup>st</sup>

**PARENT/GUARDIAN AND STUDENT AGREEMENT**

In signing this Tuition Agreement, we (I) agree and our (my) student agrees that she will comply with the philosophy, the values, the codes and regulations expected of all students at Mercy Academy as found in the Student and Parent/Guardian Handbook. We (I) further recognize the right of the school to exclude, at any time, a student whose attitude, behavior or academic performance does not reflect the expectations outlined in the Student and Parent/Guardian Handbook. We (I) approve and endorse this Tuition Agreement for our (my) student and in consideration of her enrollment as a student at Mercy Academy, we (I) hereby guarantee to Mercy Academy the payment of her tuition and fees and such other expenses she may incur in her account with the school. We (I) further recognize the right of the school, in accordance with its financial policies as contained in the Student and Parent/Guardian Handbook and enforced by the Board of Directors, to exclude our (my) student from classes if the account is not current and to withhold midterms and finals, grade reports and/or transcripts of a student whose account is not paid.

\_\_\_\_\_ *Responsible for* \_\_\_\_\_ *% of tuition*  
*Signature of Parent/Guardian 1*

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Preferred Email \_\_\_\_\_

\_\_\_\_\_ *Responsible for* \_\_\_\_\_ *% of tuition*  
*Signature of Parent/Guardian 2*

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Preferred Email \_\_\_\_\_

**IF TUITION IS SHARED, EACH RESPONSIBLE PARTY MUST SIGN-OFF ON THIS FORM.**

**PLEASE RETURN THIS AGREEMENT TO THE BUSINESS OFFICE BY March 25, 2022.**