



STUDENT NAME

Last:	First:	Middle:	Grade in Fall:
Last:	First:	Middle:	Grade in Fall:
Last:	First:	Middle:	Grade in Fall:

PAYMENT PLAN

Registration Fee (non-refundable) <i>*Not Applicable if Pre-registration Deposit was Paid before March 14, 2017)</i>	\$150 per K-8 student # _____ \$50 per Pre-K student # _____	\$ _____
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Please check one box below to indicate your payment plan:

- 1 payment of full tuition (3% discount if paid prior to the end of first week of school)
- 10 monthly payments (Aug – May) automatically deducted from designated checking account (ACH form, due Aug 1st).
- 12 monthly payments (July – June) automatically deducted from designated checking account (ACH form, due Jun 1st).

Preferred day of automatic payment (choose one):

- 1st of month 10th of month 15th of month 20th of month 25th of month

PARENT/GUARDIAN/PAYOR INFORMATION

Last Name:		First Name:	
Street Address:		Mailing Address:	
City:	State:	Zip Code:	
Home Phone: ()		Alt. Phone: ()	
Email Address:			

CHURCH MEMBERSHIP HELD AT:

FINANCIAL AGREEMENT

As parent or guardian, I agree to support the policies as presented in the School Handbook and the Financial Policy. I agree to make payment on time to Riverside Christian School as outlined above.

Payor Signature:	Date:
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For Office Use Only:

- Registration fee received: Amount \$ _____ CASH / CHECK # _____
- ACH Form completed & signed Approval from school treasurer

FINANCIAL POLICY

Tuition Payments

- The entire tuition amount is due and payable by the first day of school except where otherwise allowed, such as the 12-month or 10-month payment plans.
- Riverside has chosen to require that monthly payment plans to be set up to be paid by EFT. This allows for 10 or 12 equal monthly payments to be automatically deducted from a designated checking or savings account through an automatic payment plan. The day of the month this automatic payment is made is set prior to the beginning of the school year, and is unique to each student. *Automatic payment is required if the full year's tuition cannot be pre-paid at the beginning of the year.*
- If an automatic payment is rejected due to insufficient funds, a late fee charge and insufficient funds fee are assessed to the account, and the family is contacted prior to a second attempt at deducting tuition from the account.
- In the event a payment is late (30th of the month due, or the last day of the month, whichever comes first) the school may suspend the student until the account is brought current. In the event a student is suspended for non-payment, the parent/guardian must submit an acceptable written financial commitment plan. If the account has a pattern of serious delinquency, the student may be permanently dismissed.
- If a student withdraws during the school year, all accounts must be brought current through the end of the month of final attendance. In the event of a credit balance, the remaining portions will be reimbursed once all charges have been satisfied.

Fees and other Charges

- A late fee of \$10 may be added to any account not current.
- A \$35 fee will be levied (in addition to other applicable fees) for payments returned by the bank for Non-Sufficient Funds (NSF).

Other Policies and Information

- All parents and legal guardians for a student are authorized to access the student's records (as allowed by policy) including academic, disciplinary, and medical information. In the event of delinquency in financial issues regarding the student, all financially responsible parties will be notified of the delinquency prior to actions being taken regarding the student's attendance.
- In the event of split accounts (two or more parties providing financial support for the student's attendance), a letter will be sent to the delinquent party on or about the 10th of the month. If the account is not brought current and acceptable arrangements have been made by or about the 20th of the month, letters will be sent to all interested parties regarding the delinquency. As mentioned in the above financial policy, action may be taken, such as suspension and dismissal, if an account is not brought current by the 30th (or last day) of the month.
- Riverside reserves the right to use all legal means to collect payments owed.
- Washington State Law (RCW 28A.195.070) authorizes private schools to withhold official transcripts for unpaid accounts. Riverside Adventist Christian School may, at its discretion, withhold official transcripts until accounts are brought current. In the event a student transfers to a public school, Riverside is required to transmit information regarding academic performance, special placement, immunization records, and disciplinary action, but is still allowed to withhold official transcripts.
- For students transferring to Riverside, records transfer request will now include a request for financial history from the other school. Riverside will also share financial history with another school to which a student may be transferring. This pertains to payment history only, not personal financial data.

Important Reminder

- Payments must be received in the office (or lock box) by the due date. Payments left in a student's desk or backpack does not constitute receipt by the school.