



## ATC TUITION INFORMATION

ATC tuition is divided into 10 equal payments. Tuition is due on or before the **1st day of each month**. The first installment is due during the registration process to reserve your child's placement, the second through tenth installments are due September through May. **A three-day grace period is granted each month before a \$20 late fee is assessed.** If the tuition becomes two months in arrears, ATC Academy reserves the right to dismiss the child and take action to recover uncollected funds.

If you are going to be late in making a payment, please communicate with us to arrange a new date. We understand that unexpected issues arise; we will work with you as long as you communicate with us in advance.

1. Payments may be left in the drop box on the kiosk in the foyer, mailed, or paid online through our website (there is a convenience fee). You may also arrange for your bank to send auto payments. After hours there is a locked box on the wall outside of the east entrance doors.
2. If you desire to pay the entire tuition in one lump sum, attend Northside, or have more than one child attending ATC, there is a 3% discount. This payment needs to be made on/before the 1<sup>st</sup> day of September. There is a combined discount of 6% if you qualify for two or more tuition discounts above.
3. It is not necessary to make separate checks for tuition, supply fees, multiple tuitions, and Before/After Care fees. Please note on the memo line or attach a note telling what is included in the check amount.
4. Let us know if you need written receipts for payments or if you need a statement at the end of the year for tax purposes.

Thank you for giving us the opportunity to show God's love to your children, they are very special to all of us.

Sincerely,

Penni Grover  
Fiscal Administrator/Student Records