



## TUITION INFORMATION

Our mission is to provide your children with an excellent education and a loving, healthy, nurturing, and culturally rich environment. To that end, we need parent support in meeting our financial obligations by paying tuition as agreed. Please make every effort to comply with the tuition payment requirements.

Tuition is divided into 10 equal payments. Tuition is due on or before the **1st day of each month**. The first installment is made in the spring 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 me 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. There is a payment drop box on the kiosk in the foyer. You may drop your payment in there or mail it if you prefer. There is also a locked box on the wall outside of the east entrance doors that you may use after school hours.
2. If you desire to pay the entire tuition in one lump sum, there is a 5% discount. This payment needs to be made on/before the 1<sup>st</sup> day of September this year. If you have more than one child in our school or attend Northside Fellowship Church, there would be a combined discount of 8% on the second child.
3. There is a link on the ATC website if you would like to pay online with a debit from your checking account. Or, you may arrange for your bank to send auto payments. At this time we do not accept credit card payments.
4. It is not necessary to make separate checks for tuition, supply fees, multiple tuitions, and Before/After Care fees. As long as you note on the memo line or give me a note telling what is included in the check amount, one check is fine.
5. Let me 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