



FINANCIAL POLICIES AGREEMENT

- Financial forms required:** Parent/Guardians are required to complete the following forms: the *Valeo Academy Financial Policies Agreement*, *Payment Election Form*, and the *ACH Withdrawal Authorization Form* for admission to Valeo Academy.
- Release of Records:** All Valeo Academy accounts must be current for any grades, progress reports, report cards, transcripts, or school records to be released. Please note that students transferring to other schools will not have their records released to that school until accounts with Valeo Academy are current – no exceptions.
- Payment Changes:** It is expected that monthly payments will be made according to the Payment Election Form. Valeo Academy understands, however, that unforeseen circumstances can occasionally occur. Should a need arise, a change to that month's ACH payment may be requested by the Parent/Guardian. All requests for changes to an ACH payment must be made to the Valeo Academy office by filling out a *Payment Change Request Form*, no later than 5 business days before the scheduled payment date and will incur a \$25 change fee. Only official *Payment Change Request Forms* will be accepted. Forms must be submitted to the Valeo office-- no phone, text, verbal or email requests will be honored. Please note that no more than two (2) payment change requests per family per school year will be considered. Payment changes are not available to families with delinquent or previously delinquent payment histories. Deferred payments will be treated as late payments and may, therefore, delay the release of progress reports, report cards, and academic transcripts.
- Where to Make Payments:** Monthly tuition payments may only be made via ACH withdrawal. All other payments may be made at the Valeo Administrative Office during school hours. Please do not place Valeo Academy payments in the Life Changers Church offering. Payments attempted in this manner will *not* be credited to Valeo accounts.
- Stop Payment/ACH Account Closures:** If a stop payment is placed on your account for a scheduled tuition withdrawal, or the bank account authorized for ACH withdrawal is closed with no new account information provided thereby preventing the withdrawal of tuition, the full tuition amount will be immediately due and payable. A change in bank account for authorized ACH withdrawals must be provided to the Valeo Accounting Office no later than 5 business days before the scheduled payment date by submitting a completed ACH Withdrawal Authorization Form. Failure to do so will result in the full tuition amount becoming immediately due and payable.
- Non-Sufficient Funds:** Any checks or ACH withdrawals returned for non-sufficient funds will incur a \$25 processing fee. NSF checks must be paid in cash to the Valeo office within one week of being returned. NSF ACH withdrawals will be resubmitted for payment. Two NSF ACH withdrawals will result in the full tuition amount becoming immediately due and payable.
- Withdrawal:** Once commitment to a school has been made, that commitment is expected to be honored for its duration. Any withdrawals after the start of the school year must be made by completing a *Withdrawal Form* and submitting it to the Valeo Academy Office no later than the day of withdrawal. Students will be considered and treated as active (and accounts will continue to be charged tuition) until a withdrawal form is completed. Failure to complete this form may result in additional administrative charges to the Parent/Guardian. No refunds for withdrawal, whether voluntary or involuntary, will be given after the first day of classes – no exceptions. Students who are asked to leave Valeo Academy for any reason will be treated as withdrawn students. Accounts for withdrawn students must be paid immediately upon withdrawal. Withdrawals anytime in the First Semester will result in a 50% amount of the annual tuition due upon withdrawal. Withdrawals anytime in the Second Semester will result in 100% of the annual tuition amount due upon withdrawal. Accounts that are not paid within 30 days of the date of withdrawal are considered past-due accounts.
- Past-Due Accounts:** If an account becomes 30 days past-due, the Parent/Guardian will be notified in writing of their need to bring their account current or provide a written repayment plan within 15 days, and report cards, progress reports and academic transcripts will not be released. Parent/Guardian will be notified that the student(s) attendance will be suspended if the account is not brought current or a written repayment plan has not been submitted within 15 days. Repayment plans are submitted to the School Board and are subject to Board review and approval. Parent/Guardian will be notified of the Board's decision regarding repayment plans. If the repayment plan is denied by the School Board, a written appeal may be made by the Parent/Guardian. Parent/Guardian will then be notified of the Board's decision. Collections efforts, including suspension of attendance, will continue until a payment plan has been approved by the Board. If repayment is not made according to the Board-approved plan and the account is not brought current, the account will be considered in default and student(s) will not be permitted to attend school at Valeo Academy until the account is brought current. The account may be sent to a collection agency, and written notice of the intent to do so will be sent to the Parent/Guardian. If the involvement of a collection agency becomes necessary, all collections fees will be incurred by the Parent/Guardian and added to the account balance. Families with previous past-due balances may be denied the monthly payment plan option.

*Enrollment at Valeo Academy requires agreement to its financial policies.
By signing this form, I acknowledge that I understand and agree to all of the financial policies of the school:*

Father or Guardian's Signature

Printed Name

Date

Mother or Guardian's Signature

Printed Name

Date