



Sterling Academy Monthly Plan Payment Terms

This document lists the terms for the monthly plan tuition payment, which you have chosen. Please review the terms of this payment, sign the form to note your agreement to all of the terms listed, and return the form with the enrollment documents.

By choosing the monthly plan for tuition, I understand and agree to the following:

- This plan has a 10-day period in which a refund of the tuition may be requested if the student chooses to withdraw. After the first 10 days have passed, there will be no refunds or partial refunds for any payments made. The initial 10-day period begins once the student receives his or her classes. Note: The enrollment fee is non-refundable; only the tuition is refundable.
- The monthly tuition amount will be charged to your account on the date each month specified at the time of enrollment. The amount charged to your card will continue to be charged monthly as long as the student remains with us. For each new grade-level (10th grade, 11th grade, etc.), a new \$100 enrollment fee will be charged in addition to the regular monthly amount.
- No partial payments may be made, for example, if you expect to be finished a few days after your normal pay date. Only the full monthly amount will be accepted for payment, and as stated above, there are no pro-rated or partial refunds.
- Withdrawals cannot be done retroactively. Any payments made before the office receives a notice of withdrawal will not be refunded.
- Students are expected to log in regularly (i.e. daily or nearly every day), but *must* log in no less than once every 30 days, unless approved for a longer break beforehand. Longer breaks will be granted for summer vacations, extended health issues, etc., only if notified BEFORE these breaks begin. Breaks require a start and end date for approval.
- Payments may be suspended during pre-approved breaks of one month or more. If a break is taken in the middle of the grade level, a \$25 re-instatement fee will be required at the end of the break. If a break is taken after the completion of a grade level, there is no \$25 re-instatement fee.
- If a payment is 14 days late or more, access to classes will be disabled. Resuming access will require a \$25 re-instatement fee.
- If a student does not log in for 30 days or more, without prior approval, the re-instatement fee is as follows: 1st offense: \$50, 2nd offense \$75, 3rd offense \$100.
- Students must complete a grade level in no more than 2.5 years, including all pre-approved breaks taken. Failure to complete a single grade level in 2.5 years will result in permanent expulsion from the school.
- Students are expected to make progress in their studies. Students who do not log in regularly and/or do not make reasonable progress will be considered truant, and if necessary, the local public school will be contacted to alert them of the student's truancy.

I have read, understand, and agree to the Sterling Academy Monthly Plan Payment Terms.

Parent/Guardian Name* (Print): _____ Date: _____

Parent Signature*: _____

**Student may sign if at least 18 years old and is the one responsible for payment.*