



Sterling Academy Monthly Plan Payment Terms

This document lists the terms for the monthly plan tuition payment. 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 is working on the course.
- If the student re-enrolls in a course in a new grade level (for example, takes the next level up in a world language course), 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.
- If a payment is 14 days late or more, access to classes will be disabled. Resuming access will require a \$25 re-instatement fee.

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.*