

2020 - 2021 TUITION PAYMENT AGREEMENT FORM

Responsible Party _____		Relationship to Student(s) _____	
Mailing Address (for invoices/payment information) _____	City _____	State _____	Zip _____
Primary/Daytime Phone _____	Cell Phone _____	Other Phone _____	
Preferred E-Mail Address for financial communication (for invoices/payment information) _____			
How did you hear about Ottawa Christian Academy? _____			
Referral Family: _____			

Office Use Only

Students Names (oldest to youngest)	Grade	Enrollment Fees	Tuition
1. _____		\$ _____	\$ _____
2. _____		\$ _____	\$ _____
3. _____		\$ _____	\$ _____
4. _____		\$ _____	\$ _____
5. _____		\$ _____	\$ _____
Totals		\$ _____	\$ _____

PAYMENT SCHEDULE OPTIONS

One Box MUST Be Checked By Office Staff

- ☐ Full Tuition Payment (by August 1st 2019)
- ☐ Semi Annual Plan (Payment August 1st 2019 and Payment January 1st 2020)
- ☐ 10 Month Plan (August 2019 through May 2020)
- ☐ Graduation Fee: K5 \$25.00; 8th & 12th; \$35.00

Summary of Total Fees

Enrollment Fees \$ _____

Tuition \$ _____

Tuition \$ _____

Graduation \$ _____

Technical \$ _____

Less: Payment \$ _____

BALANCE DUE \$ _____

For Office Use Only

We/I understand the enrollment fees are non-refundable. A \$25.00 fee will be assessed for late payments after the 10th day of each given month. A \$30.00 fee will be assessed for returned payments. We/I understand our/my child will not be permitted to continue attending school if our/my account becomes **40 days** or more past due. We/I understand that by signing below, we/I agree to maintain our financial commitment to OCA.

Responsible Party Signature _____

Date _____

Responsible Party Signature _____

Date _____

Office Use Only:

Amount Paid \$ _____ Cash ☐ Credit Card ☐ Check # _____ Online ☐ Date Received _____

Payment Plan Set Up _____ Changes Entered _____