



191 Endicott Way • DeLand, FL 32724 • Ph: 386-848-1766  
www.jracademyvictoriapark.com

# Financial Obligations

I, (name of parent of guardian) \_\_\_\_\_ hereby understand and agree to abide by the following financial terms and procedures:

Tuition payments are due in advance on the Monday (and no later than Tuesday) for that week. After Friday of that week the child will be disenrolled. Tuition payments made after Tuesday are considered late and a late fee of \$30.00 (thirty dollars) will be assessed. Payments can be made in the front office or dropped off in the tuition box that is mounted on the front door of the office.

Please note: **Weekly Statements Are Not Mailed Out!**

- Please use the memo section on the check to indicate for whom and for what purpose each check is to be used.
- Please do not combine tuition payments with field trips, special classes, etc.
- If a student has a last name that differs from the one on the check, please indicate.
- Please, **No Cash!** Personal checks, money orders, credit cards, on-line bill pay or cashier's checks.
- Tuition payments may be paid in advance for more than one week.
- Registration fees are non-refundable.
- Two weeks written notice must be given to the office or tuition will be charged until the child is properly withdrawn. Children that have been withdrawn from the program will be required to pay the Registration fee at the point of re-enrollment.
- Any check returned by the bank will have a \$40.00 (forty dollar) charge assessed.
- No tuition reimbursement or credit will be given for a child's absence, except for pre-approved vacations. This includes days when the school may be closed due to inclement weather.
- After one year of continuous attendance, full time children only are eligible to one free week for vacation. Subsequent vacations will be earned annually on the child's enrollment anniversary date. Notification must be given in writing to the school one week prior to using accrued vacation time.
- Late pick-up fees will be assessed per child for every 15 minutes or part thereof after 6:30 P.M. No exceptions will be made.

I have read, understand and agree to comply with all procedures, policies, and conditions set forth in the handbook presented by Junior Academy of Victoria Park.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only.* Registration Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

First Installment \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_