

Power and Grace Preparatory Academy 10 Month Tuition Contract

Student Name: _____ Grade Level: _____ Academic Year _____

As the parent/guardian of a Power and Grace Preparatory Academy student, I acknowledge and agree that I have full authority to enter this Contract of Enrollment with Power and Grace Preparatory Academy. In consideration of Power and Grace Preparatory Academy accepting my child for enrollment and other good and valuable consideration, I agree to abide by the terms and conditions of the Contract of Enrollment as set forth herein. I further agree to abide by all rules and regulations of Power and Grace Preparatory Academy. I acknowledge that by signing this tuition agreement/contract that I will pay the tuition rate based on the monthly or bi-monthly payment schedule agreed upon during signature. All payments are made electronically through the www.myProcare.com accounting system. I further acknowledge that I understand that this contract is for 10 months (August–May). I acknowledge that if a family has two or more students tuition payments can be spread out from (Aug-July). **I acknowledge that this contract is binding for one school year (10 months) regardless of any need for disenrollment, including but not limited to any natural disaster or health pandemic. (In the case of such disaster or pandemic, etc. online learning will be offered, and tuition will be mandatory)**

Disenrollment for **active-duty military families** must be presented with permanent change of station orders 30 days in advance of disenrollment. Active duty that has followed this process will be allowed to prorate the school year tuition payment by one concurrent month from date of notification and withdrawal form. (Example: Disenrollment November, the December payment would have to be paid.) I acknowledge and agree that I shall be financially responsible for the payment of tuition, book fees, before and after school care, school lunches and all other school-related fees associated with my child. I agree that should I default in the payment of any fees due Power and Grace Preparatory Academy; I shall be responsible for any and all expenses incurred by Power and Grace Preparatory Academy associated with enforcing this Contract of Enrollment, including but not limited to court costs, discretionary costs, reasonable attorney fees and the remainder of the years tuition from date of student dis-enrollment. Tuition is due on the 1st of each month or (the 1st and 15th of the month for families with two or more children enrolled. Families defaulting on the agreed upon payment schedule will have 5 business days to make the account current before the student is dis-enrolled. An additional five (5) days while the student is dis-enrolled will be given before that student's slot is given to the next available student on the waiting list.

ProCare System Contact Information

Cell Phone: _____ Cell Phone Carrier: _____ Primary Payee: email: _____

I will pay my tuition Annually \$ _____ I will pay tuition Semi- Annually \$ _____ (Initial ____)

I will pay my tuition Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ (Initial ____)

I will pay lunch fees Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ Semi Annually \$ _____ Annually \$ _____

I will pay Before- care Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ Semi Annually \$ _____ Annually \$ _____

I will pay After care Monthly \$ _____ Bi-Monthly (1st & 15th) \$ _____ Semi Annually \$ _____ Annually \$ _____

My Total Tuition and Fees Monthly \$ _____ Bi-Monthly Tuition & Fee Total (1st & 15th) \$ _____

My total tuition and Fees Semi-Annually \$ _____ My total tuition and fees annually \$ _____



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Acceptable Forms of Payment Tuition, Fees, Before/ After Care, Breakfast & Lunch

PGPA uses the ProCare System to receive all payments. Parents are encouraged to sign up on myProcare.com following after your child has been officially enrolled into the school. ProCare accepts ACH, Debit, & Credit Card as forms of payment. Please ensure you complete the **Mandatory ProCare Form** at the end of this contract. In the event you need to change your banking or credit card information there is a form to fill out and turn into PGPA 5 days prior to the next billing cycle. There is a \$20.00 administrative fee to change payment methods within ProCare.

ACH accounts are assessed \$1.00 per transaction. Debit cards- \$0.95 x amount. Visa/ MasterCard charges 2.75% x amount.

Non- Sufficient Funds Policy (ACH & Credit Cards)

Any individual from whom a ACH/Credit Card/Check is used to pay Power and Grace for an item or a service, and such payment method is not honored by the appropriate bank, shall be assessed a service charge in an amount not less than the amount charged to Power and Grace by the bank. A charge of \$35.00 will be assessed for any NSF ACH/Credit Card Decline not honored by the appropriate bank that entails any action by Power and Grace Staff to collect. Actions are defined as a phone call, a letter, or filing with the Montgomery County Court system. Once Power and Grace has been notified regarding a NSF ACH/Credit Card Decline you will be notified and will have five (5) business days to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within five (5) business days, the payment schedule is not adhered to or the monies do not appear to be collectible, the Power and Grace shall take appropriate action to recover the fee, and any contractual tuition due for the remainder of the year. The individual making payment for a single NSF shall present either cash or a money order for the appropriate check plus a \$35.00 service charge. The family will be notified within two (2) business days of receiving the notice from the Procure. Power and Grace administrative office will note the record and attempt to notify the individual. Once Power and Grace either calls or sends an email to the individual, the start of the 5 days to make proper payment begins its process.

I have read and understand the NSF Policy as set by Power and Grace.

Print Student Name

Print Parent/Guardian (Payee)

Signature of Parent/Guardian

(Payee)

Date

If there are any changes to this signed tuition payment plan by the payee prior to tuition payment dates the administration office must be notified in writing of that change in order to not incur late fees.

Print Legal Name of Parent/Guardian (Payee)

Signature of Parent/Guardian (Payee)

DOB: ____/____/____

SSN# _____

Date: _____

Copy of Drivers Licenses attached



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Monthly Tuition Payment Plan

Tuition is due on the 1st business day of the month or the 1st & 15th of each month. This fulfills your contractual obligation. The school contract length is 10 months. **Tuition is due each of the ten (10) contractual months regardless of holidays, inclement weather, natural disaster or pandemic.** The contract length fulfills state law of holding school in session for a minimum of 180 days. Please see below payment schedule for August 2022 through May 2023.

<p>Tuition Dates Paying on the 1st of each Month</p> <p>I will pay monthly _____ (Initial)</p> <p>When the 1st of the month falls on a weekend funds will be pulled on the business day prior.</p>	<p>Tuition Dates of payment on the 1st and the 15th (Available for families with two or more students attending PGPA only)</p> <p>I will pay Bi-Monthly _____ (Initial)</p> <p>When the 1st & 15th of the month falls on a weekend funds will be pulled on the business day prior.</p>
<p>August 1, 2022 September 1, 2022 October 1, 2022 November 1, 2022 December 1, 2022 January 2, 2023 February 1, 2023 March 1, 2023 April 1, 2023 May 1, 2023</p>	<p>August 1 & 15 September 1 & 15 October 1 & 15 November 1 & 15 December 1 & 15 January 2 & 16 February 1 & 15 March 1 & 15 April 1 & 15 May 1 & 15</p>

Before Care/After Care (\$25 Drop-in Fee) Fees must be paid prior to rendering service.

<p>Before Care & Breakfast</p>	<p>\$90 bi-weekly/ \$180 mo. 6:00 a.m. – 8:00 a.m.</p>	<p>Yes _____ initial _____</p> <p>No _____ initial _____</p>
<p>After Care Snack & Homework Tutoring</p>	<p>\$90 bi-weekly/\$180 mo. 3:00 p.m.-6:00 p.m.</p>	<p>Yes: _____ Initial: _____</p> <p>No: _____ Initial: _____</p>



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Financial Commitment

We are supported completely by tuition, donations, and voluntary contributions. **All fees delineated on this financial commitment page must be paid according to the fee schedule listed below.**

<u>Fee Description</u>	<u>Yearly Fee Amount</u>	<u>Fees are Non-Refundable Who pays the fee?</u>
Application Fee (non-refundable) Submitted with application. (Tour, student testing are covered with this fee)	\$175 Payable by cash, check only	New Students
S.T.E.A.M (Lab Jackets & Supplies) Technology Fee (computer purchase/maintenance and software) Art Supplies, Physical Education Equipment	\$200 Payable by Procure only	All Students Pre-kindergarten-6 th grades Fee Due on April 15, 2022
Testing Brigance / PGPA Testing/ Stanford 10	\$150 Payable by Procure only	All Students Pre-kindergarten-6 th grades. Fee Due on March 25, 2022

Yearly Book Fee Pre-kindergarten- 6th Grades (Disposable books purchased will be returned at the close of the school year when all accounts are cleared and/or current) Fees are payable through ProCare only.

Pre-Kindergarten 3-year-olds	\$150	Fees are due May 15th
Pre- Kindergarten 4-year-olds	\$250	Fees are due May 15th
Kindergarten – 1 st Grade	\$325	Fees are due May 15th
2 nd Grade – 3 rd Grade	\$400	Fees are due May 15th
4 th Grade – 6 th Grade	\$425	Fees are due May 15th

PGPA Discounts (No family can receive more than 5% Discount)

Active Duty Military Only	2.5%
Second Child Discount (Applied to the lower of the tuition amounts)	2.5%
Third Child Discount	5%

Families with two or more students do have the option of paying tuition over a 12-month payment plan.



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Tuition Breakdown Pre-kindergarten – 6th Grade (Active Military Discount 2.5%)

Pre-k 3-years & 4-years	\$6,250.00 Year \$3,125.00 Bi-Annually \$625.00 Monthly \$156.25 weekly	\$6,093.75 Military 2.5% \$3,046.87 Bi-Annually \$609.37 Monthly \$152.34 weekly
Kindergarten & 1st Grade	\$6,350.00 Year \$3,175.00 Bi-Annually \$635.00 Monthly	\$6,191.25 Military 2.5% \$3,095.63 Bi-annually \$619.12 Monthly
2nd – 3rd Grades	\$6,450.00 Year \$3,225.00 Bi-Annually \$645.00 Monthly	\$6,288.75 Military 2.5% \$3,144.38 Bi-Annually \$628.88 Monthly
4th -6th Grades	\$6,650.00 Year \$3,325.00 Bi-Annually \$665.00 Monthly	\$6,483.75 Military 2.5% \$3,241.88 Bi-Annually \$648.38 Monthly

Catered Lunch Program (Students can bring sack lunches that do not require preparation. Please do not send red punches or candy in student's lunch)

Lunch Entre, cookie, milk or water, fruit	Lunch Monthly \$175	Lunch Bi-Weekly \$87.50	Annually \$1,575.00 (9 months) Bi-Annually \$787.50
Pizza Friday	\$43.75		\$393.75 (9 months)

(PGPA is a Nut Free Facility) Fees must be paid bi-weekly or Monthly through Procure. No daily fees will be accepted. Monthly Menus will be posted.



Power and Grace Preparatory Academy Existing Student/ New Student Fee Schedule

Testing Brigrance / Stanford 10 Testing		\$175.00	Due: March 25, 2022
Science/ Technology / Enrichment Fee:		\$200.00	Due: April 15, 2022
Book Fee:	Pre-K 3 Pre- K 4 Kindergarten -1 st Grade 2 nd – 3 rd Grade 4 th - 6 th Grade	\$150.00 \$250.00 \$325.00 \$400.00 \$425.00	Due: May 15, 2022
Tuition Fee:	Pre-K 3 & Pre- K 4 Kindergarten -1 st Grade 2 nd – 3 rd Grade 4 th - 6 th Grade	\$6250.00(156.25 Weekly) \$6350.00(635.00 Monthly) \$6450.00(\$645.00 Monthly) \$6650.00(665.00 Monthly)	Payment Starts: August 1, 2022

I, the parent/guardian of the child named on this form, have read the above and agree to the Student Fee Schedule listed above. I agree to pay in compliance to the fee schedule for all fees

Student Name: _____

Grade: _____

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____



Student Name: _____ Grade _____ Credit Card CVV _____

Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

FOR OFFICIAL USE ONLY

Date Received
Employee Signature

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