

**IMMANUEL-ST. JAMES LUTHERAN EARLY CHILDHOOD  
2012-2013 TUITION CONTRACT**

**Office Use Only**

Date Paid \_\_\_\_\_  
Time Paid \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Check# \_\_\_\_\_

**Home Address:**

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (Home) \_\_\_\_\_  
(Email) \_\_\_\_\_

Student Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Members of \_\_\_\_\_ Church

Denomination \_\_\_\_\_

**TUITION:**

2 days - \$850.00 3 days - \$1190.00

Young 5's - \$1990.00

**PAYMENT OF FEES:** (Registration Fee is non-refundable)

**Registration Fee:** \$30.00 if enrolled by March 20, 2012.

\$60.00 if enrolled after March 20, 2012.

**Insurance Fee:** \$5.00 per child is due at the time of enrollment.

**Tuition is payable in one of the following manners.**

\_\_\_\_\_ In full on or before July 20. This option entitles you to a 3% discount.

\_\_\_\_\_ In two installments, due on July 20 and December 20

\_\_\_\_\_ In 10 monthly installments, due on the twentieth of each month July through April.

\*A 10.00 late fee will be charged monthly if the tuition payment is not received in the school office by ten days following the due date.

\*Any checks returned for NSF (Non-Sufficient Funds) will be charged a \$25.00 fee.

**\*All enrollment forms and payments made by check or money order may be brought to the school office or mailed to:** Immanuel- St. James Lutheran School

2066 Oakwood Ave. NE  
Grand Rapids, MI 49505

Immanuel-St. James Lutheran Preschool admits students of any race, color, national or ethnic origin. All students are entitled to the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, admission policies, scholarship program, athletic and other school-administered programs.

**DECLARATION OF PARENTS**

We have read and understand the tuition contract and payment policy of Immanuel-St. James Lutheran Preschool. With this understanding, we wish to enroll our sons(s)/daughter(s) \_\_\_\_\_ for the 2012/2013 school year.

Signature of Parents(s) \_\_\_\_\_ Date \_\_\_\_\_

**Bill To:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

**CLASS CANCELLATION**

We reserve the right to cancel a class if a minimum of 10 students are not enrolled in the session.

**Withdrawal Procedure:**

**If tuition has been PAID IN FULL and student withdraws by:**

August 15: 90% refund shall be made

September 15: 70% refund shall be made

October 15: 50% refund shall be made

If a student withdraws after October 15, no refund shall be made.

**MONTHLY tuition is non-refundable.** Tuition will be billed 30 days from the date of written notification to ISJ.

**CLASS SESSION:**

Please indicate a first (1) and a second (2) choice of sessions.

**Morning:**

8:30 a.m. – 11:00 a.m. 4 & 5 year-olds MWF \_\_\_\_\_

3 and early 4 year-olds T TH \_\_\_\_\_

**Young 5's:**

12:30 -3:10 p.m. Monday thru Friday \_\_\_\_\_