



## Financial Agreement 2014-2015

All parents/guardians with students attending Arizona Lutheran Academy in the 2014-2015 school year must complete this. Return it to John Mueller in the ALA financial office no later than **Friday, June 13, 2014**.

Student Name(s) \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

### **FINANCIAL INFORMATION RELEASE**

I/We, the parent(s) or guardian(s) of the above named student(s) at Arizona Lutheran Academy, authorize Arizona Lutheran Academy to release information regarding this student(s) tuition account to the following:

☐ Only the name(s) listed above.                      or                      ☐ The name(s) listed above and the following:

Name of person: \_\_\_\_\_

Name of person: \_\_\_\_\_

*I understand that by signing this authorization, I am giving Arizona Lutheran Academy permission to release the financial records of my student(s) to the persons specifically listed above. This release does not permit the disclosure of these records to any other persons without my written consent. I will not hold Arizona Lutheran Academy liable for releasing this financial information to the persons listed above.*

### **PAYMENT PREFERENCES**

*Choose only one of these payment options.*

\_\_\_ **Option 1**                      **Payment in Full** Total tuition will be invoiced in July with payment due upon receipt. *(2% discount applies)*

\_\_\_ **Option 2**                      **2-Payment Plan** First half of the tuition invoiced in July, second half invoiced in January, with payment due upon receipt. *(2% discount applies)*

\_\_\_ **Option 3**                      **12 Monthly Payments beginning July 2014** Cash or check *(2% discount applies)*

\_\_\_ **Option 4**                      **12 Monthly Payments beginning July 2014** Automatic bank withdrawals (ACH) through your savings or checking account made monthly. Additional information needed—see page 3. *(2% discount applies)*

\_\_\_ **Option 5**                      **12 Monthly Payments beginning July 2014** Automatic/recurring credit or debit card payments made monthly. Additional information needed—see page 4.

*Choose only one of these billing options.*

I/We would like our statements

☐ mailed to the above address                      or                      ☐ emailed to \_\_\_\_\_

*(NOTE: ALAcoyotes parent emails will not be used in 2014-2015)*

## **FINANCIAL POLICIES**

### **PARENTS/GUARDIANS:**

ALA's Board of Directors has adopted the following financial policies. Please read and sign at the bottom of the page to indicate your agreement.

### **FOR ALL RETURNING STUDENTS:**

All outstanding account balances for returning students must be paid in full, or a written plan must be presented and approved, on or before June 30, 2014.

### **FOR ALL STUDENTS:**

The first billing, issued July 1, will be higher due to start-of-the-year costs. That initial billing will reflect the due dates for your first payment(s).

Any unpaid balance of tuition or miscellaneous fees over 30 days will be subject to a monthly finance charge calculated on an annual rate of eight percent (8%). If any finance charges are incurred, they will appear on the monthly statement.

### **FOR WITHDRAWING STUDENTS:**

ALA reserves the right to withhold transcripts for delinquent accounts.

### **FOR ALL SENIORS:**

ALA has instituted a policy for delinquent senior accounts. The policy states that all outstanding balances must be paid in full or a note signed by the second (2<sup>nd</sup>) Monday in May (May 11, 2015), which coincides with the monthly Board of Directors meeting. If this is not done:

- (1) the student will not receive his/her diploma;
- (2) no official transcripts will be sent to future schools; and
- (3) the student may not be allowed to participate in the Graduation Service.

Any payments made after the second Monday in May must be made by cash, money order, cashier's check, or credit card. No personal checks will be accepted.

## **SIGNATURES**

*By signing this document, I acknowledge that I understand and agree to the financial policies and agreements of Arizona Lutheran Academy as indicated in this document. This will be placed in my record and will be in effect for the 2014-2015 school year, unless I notify Arizona Lutheran Academy, in writing, of a change.*

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*If another person is financially responsible for the tuition account(s) of this student(s), that person's signature is also required.*

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

RETURN FORMS TO: John Mueller, Financial Director | 602-268-8686 ext. 13 | Mueller@ALAcoyotes.org  
Arizona Lutheran Academy | 6036 South 27<sup>th</sup> Avenue, Phoenix, AZ 85041 | Fax 602-243-1353