



## **Collection Policy**

**Tuition Payment:** LSA uses automatic withdrawal from checking and savings accounts for all monthly tuition payments. Automatic withdrawal is mandatory for all families to have their tuition drawn out on a monthly basis unless payments are divided into one or two payments. Parents are able to use a credit card to make missing monthly payments, all credit cards fees will be charged to the parent. Any missed or NSF payment will result in a communication with parents stating your payment must be made within 15 days by cashier's check or money order or credit card. (Fees charged by the credit company will be the responsibility of the parent, in addition late fees \$25.00 and NSF fees will be the responsibility of the parent). No cash payments will be accepted. If payment is not made by the fifteenth (15) day, we will temporarily suspend the student's enrollment from classes until the payment is made. These absences count in the student's total absences for the school year. All automatic withdrawal accounts must be re-established and be in good standing after a missed payment. A \$25.00 fee will be added to the account that is asked to be frozen. The 15 day rule will be applied to all frozen accounts as well.

In addition, 3 consecutive months of NSF, or missed payments, or frozen accounts will result in exclusion from attending the LSA effective immediately unless parents have communicated with the administration as to a plan resolve the delinquent account.

I understand and agree to abide by the above collection policy.

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Please print your name

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Parent signature and date