

Ann Arbor Orthodox Classical Academy

2022-2023 Microschooling Program

Tuition Contract Agreement



Wisdom and Virtue in Christ

Please scan your completed and signed Tuition Contract Agreement and e-mail it, along with your application, to Ann Arbor Orthodox Classical Academy ('A2OCA' or 'the School') at info@a2oca.org.

Please note that in order to secure your child's enrollment in the program, the tuition deposit, per child, must be submitted. See 'Tuition Payments' below for more information.

Please list each student and indicate the current grade level that he or she is entering for the 2022–2023 school year:

	Last Name	First Name	Middle Initial(s)	Grade Level
1				
2				
3				
4				

TUITION PAYMENTS

Tuition deposits and/or payments can be made by personal check or money order made payable to 'St. Vladimir Orthodox Church,' and please ensure to write a note in the memo area, if applicable, to identify your payment (e.g., 'deposit' or type of payment plan, as indicated in the information section of the payment plan of your choice; see below). Payment by personal check or money order can be mailed to the school at:

Administration Office
Ann Arbor Orthodox Classical Academy
9900 Jackson Road
Dexter, MI 48130

If mailing your tuition deposit, please notify us through e-mail at info@a2oca.org and include a scanned copy of your completed and signed Tuition Contract Agreement. There may be the option to make the tuition deposit and payments through electronic funds transfer. If interested in this option, please contact us at info@a2oca.org for more information on how to enroll.

Tuition for those wishing to enroll in the single payment plan (see option 1) is reduced slightly and due before the start of classes on September 20, 2022, unless alternate arrangements have been made in writing with Irene Melabiotis, the Head of School (Interim), at

imelabiotis@a2oca.org. Tuition for those wishing to enroll in the trimester payment plan (see option 2) or monthly payment plan (see option 3) involves paying the tuition deposit in advance to secure the child's enrollment (due at the time of application submission, unless alternate arrangements have been made in writing with the Head of School), with the remainder of tuition divided into several equal payments, depending on the payment plan chosen.

If at any point you experience difficulty making a tuition payment, please reach out to us as soon as you are able to, so that we can work together to find a solution.

***** Program availability is dependent on meeting minimum enrollment. Payments made by check will remain uncashed until minimum enrollment is met. If a program is canceled due to low enrollment, we will notify you and return your checks/payments. *****

TUITION DISCOUNT

Ann Arbor Orthodox Classical Academy is committed to offering an education that is financially accessible to all families who wish to make A2OCA a part of their and their children's lives. Discounts are available for multiple children enrolled from the same family. Kindly note that this discount does not apply to the tuition of the oldest enrolled child. Families seeking tuition assistance with more than four children enrolled at A2OCA are encouraged to contact the Head of School to discuss tuition options.

TUITION PAYMENT PLANS

Please select your preferred tuition payment plan from the following three options:

OPTION 1: SINGLE PAYMENT PLAN

* tuition for those wishing to pay tuition in full prior to the first day of classes is reduced to \$2150 (for **Junior Kindergarten**) and \$2375 (for **Kindergarten** and **1st Grade**)

* full payment of the year's tuition is generally due at the time of submission of this Tuition Contract (unless prior arrangements have been made in writing with the Head of School), but no later than August 31, 2022

* tuition discounts available for multiple enrolled children in this payment plan: \$150 off tuition for the second Child, \$200 off tuition for the third Child, and \$250 off tuition for the fourth and subsequent Child

* for payment by personal check, please include memo: 'Full Tuition, A2OCA Microschooling'

* any account that does not meet the deadline for full tuition payment will automatically be enrolled in Option 2, the Trimester Payment Plan (unless prior arrangements have been made in writing with the Head of School)

* once payment of full tuition is made, it is non-refundable

OPTION 2: TRIMESTER PAYMENT PLAN

* regular tuition for **Junior Kindergarten** is \$2250 (tuition deposit of \$225 due at the time of submission of this Tuition Contract; \$675 is paid each trimester thereafter

* regular tuition for **Kindergarten** or **1st Grade** is \$2475 (tuition deposit of \$225 due at the time of submission of this Tuition Contract; \$750 is paid each trimester thereafter;

* trimester payments are due September 30th, January 31st, and May 31st

* tuition deposit is non-refundable

* tuition discounts available for multiple children enrolled in this payment plan: \$150 off tuition for the second Child, \$200 off tuition for the third Child, and \$250 off tuition for the fourth and subsequent Child

* for payment by personal check, please include memo: 'First/Second/Third Trimester Tuition, A2OCA Microschooling'

* in the case of student withdrawal from the program, sixty (60) days' written notice must be submitted to Irene Melabiotis, the Head of School (Interim), at imelabiotis@a2oca.org; please note that the tuition due during the 60-day notice period will be billed to the family account; if this amount has been paid in advance, it is non-refundable

OPTION 3: 9-MONTH PAYMENT PLAN

* regular tuition for Junior Kindergarten is \$2250 (tuition deposit of \$225 due at the time of submission of this Tuition Contract; nine monthly tuition payments of \$225 each due by the payment deadline

* regular tuition for Kindergarten and 1st Grade is \$2475 (tuition deposit of \$225 due at the time of submission of this Tuition Contract; nine monthly tuition payments of \$250 each due by the payment deadline

* payments are due at the end of each calendar month from September to May

* tuition deposit is non-refundable

* tuition discounts available for multiple enrolled children in this payment plan: \$150 off tuition for the second Child, \$200 off tuition for the third Child, and \$250 off tuition for the fourth and subsequent Child

* for payment by personal check, please include memo: '(Month) Monthly Tuition, A2OCA Microschooling'

* in the case of student withdrawal from the program, sixty (60) days' written notice must be submitted to Irene Melabiotis, the Head of School (Interim), at imelabiotis@a2oca.org; please note that the tuition due during the 60-day notice period will be billed to the family account; if this amount has been paid in advance, it is non-refundable

TUITION ASSISTANCE

If you intend to apply for tuition assistance, the amount awarded will be deducted from the regular tuition amount, and you will be responsible for paying the tuition deposit and the remaining balance, divided into several equal payments, according to the payment plan chosen.

ADDITIONAL FEES

Tuition Fees do not include the cost of books from Junior Kindergarten to 1st Grade and any private lessons that the student may undertake to support his or her learning.

LATE FEES AND NSF CHECKS

Any account that does not meet a payment deadline (unless prior arrangements are made with the Head of School) will be charged the associated late fee. For the monthly payment plan, this fee is \$15; for the trimester payment plan, this fee is \$30. For the single payment plan, this fee is \$85, and the family will automatically be enrolled in the trimester payment plan. Once charged a late fee, the payment and late fee are both due within ten (10) days. For any personal checks returned due to non-sufficient funds (or 'NSF'), the bank's NSF fee will be charged to the account.

I/We, the undersigned, have read and comprehend the Terms and Conditions of this Agreement for the enrollment of students listed on this agreement. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of tuition as set forth herein. I/We comprehend that if the tuition account is in arrears, the actions listed in the Terms and Conditions may be taken.

Signature of Parent/Legal Guardian

E-mail Address of Parent/Legal Guardian (mandatory)

Name of Parent/Legal Guardian (please print clearly)

Date

Phone (best contact #)

Signature of Parent/Legal Guardian

E-mail Address of Parent/Legal Guardian (mandatory)

Name of Parent/Legal Guardian (please print clearly)

Date

Phone (best contact #)

Complete Mailing Address Including Zip Code (for account billing)

TERMS AND CONDITIONS

Payment of Tuition

1. Tuition for the 2022–2023 school year shall be paid in full by the due date(s), in accordance with the tuition payment deadline(s) set out in your selected tuition payment plan.
2. If a tuition payment is forty-five (45) days overdue, A2OCA may take any or all of the following actions, at the School's sole discretion, unless special payment arrangements have been made in writing and signed by the Head of School:
 - (a) Assess late fees on account in arrears
 - (b) Withhold academic records, transcripts, or diploma
 - (c) Withdraw student from class
 - (d) Send account in arrears to collection agency
3. Any student account with an unpaid tuition and/or fees balance for the current school year will not be permitted to register for the next school year until the current year's tuition and fees are paid, unless special arrangements have been made in writing and signed by the Head of School. School records, transcripts, or diplomas will not be released until all outstanding tuition charges and fees have been paid in full.
4. If one parent signs the Tuition Contract when married, both are liable for the student's school tuition; if one parent signs the Tuition Contract after they are divorced, only that parent is liable to pay the student's school tuition; if someone other than a parent signs the Tuition Contract, neither parent is liable and the signee is liable to pay the student's school tuition.

Refunds

5. For those wishing to withdraw enrollment of their child(ren) under the option 1 payment plan, sixty (60) days' written notice to Irene Melabiotis, the Head of School (Interim), is required at imelabiotis@a2oca.org. Please note that full prepaid tuition is non-refundable.
6. For those wishing to withdraw enrollment of their child(ren) under either the option 2 or option 3 payment plan, sixty (60) days' written notice to Irene Melabiotis, the Head of School (Interim), is required at imelabiotis@a2oca.org. Please note that the tuition due during the 60-day notice period will be billed to the family account; if this amount has been paid in advance, it is non-refundable.
7. A2OCA reserves the right to withdraw a student from the Microschooling Program if a student or parent/legal guardian has broken the School covenant three times, after two prior written communications about such future actions resulting in the student's withdrawal from the School. In such instances, full prepaid tuition is non-refundable and those with outstanding annual tuition balances on their accounts will be responsible to pay those amounts in full.

General Terms and Conditions

8. I/We acknowledge that the terms and conditions of the School's policies, which are available on the A2OCA website (and a hard copy of which can be provided to me upon request), are hereby incorporated into this Agreement.

10. I/We acknowledge that I/we and my/our student(s) will abide by the School's policies and guidelines as communicated in the Parent–Student Handbook.

11. I/We acknowledge that if two checks are returned for NSF, A2OCA will no longer accept personal checks, and I/we will be required to pay any school fees in cash or by certified check from a local bank.

12. I/We acknowledge that A2OCA will not reserve a place for my/our student(s) for the 2022-2023 school year until after I/we have submitted a completed and signed Tuition Contract, along with all necessary documents and my tuition deposit for each enrolled student (if applicable).

13. I/We acknowledge that my/our student's eligibility for re-enrollment for the 2023–2024 is conditional upon all fees on the family account being paid, my/our student's successful completion of the previous school year's curriculum, and my/our completion and submission of my/our student's re-enrollment form.

14. I/We acknowledge that A2OCA reserves the right to deny enrollment to any student that the School determines is unsuitable for enrollment. Such instances may be determined by (a) the student's performance on the entrance assessment, and/or (b) the School's inability to adequately provide the necessary learning supports for students with special learning needs.