

Oak Grove Lutheran School

Payment Plan Worksheet 2009-2010 Please Return to Business Office Within One Week

Student & Contact Information: Fill out ONE form per student attending)

Student's Name: _____

Grade Entering Fall '09 _____

Parent(s)/Guardian(s) Name Correction If Needed: _____

Address Correction If Needed: _____

Home Telephone: (____) _____ Work Telephone: (____) _____

Email Address: _____

Payment Plans: (Please review and check ONE option)

_____ **Annual Payment Plan**

Details: Tuition & Fees paid in full by August 15, 2009

** 2% discount on tuition only (not fees) and is net of tuition aid/scholarships.

(Discount does not apply to Pre-K)

_____ **Semester Payment Plan (FACTS Tuition Management Program required)**

Details: Student tuition and fees are charged to accounts each semester.

1st Semester paid through FACTS on 9/5/09 or 9/20/09

2nd Semester paid through FACTS on 1/5/10 or 1/20/10

_____ **Monthly Payment Plan (FACTS Tuition Management Program required)**

_____ 10-month plan – monthly payment period (Aug '09 – May '10)

_____ 12-month plan – monthly payment period (July '09 – Jun '10)

(12-month plan is not available for seniors)

Fee payment arrangements for Monthly Payers:

_____ Payment will be made within 30 days of receipt of invoice

_____ Increase monthly payments to include fees

Note: If fee option is not selected, fees will be added to monthly payments.

(Over To Complete)

Method of Payment: (check all that apply)

_____ Check or Cash (**Annual Payment only**)

_____ Monthly or Semester Automatic Electronic Funds Transfer (FACTS) from my bank account. (**Required for Semester & Monthly Payment Plans**)

Note: If you were enrolled with FACTS during the 2008/2009 school year, we will electronically re-enroll you. If you are a new family to FACTS you must complete a FACTS Automatic Tuition Payment Agreement which will be mailed to you upon receipt of this form.

_____ Credit Card Payments (**Annual, Semester or Monthly**)
MasterCard, American Express & Discover ---FACTS cannot accept Visa

Note: Transactions run through FACTS Tuition Management. Fees will apply per transaction. Contact Business Office for further information.

Past Due Accounts:

Students may not participate in extracurricular activities (including preseason practice) until past due accounts are settled. No transcripts or report cards will be sent or diplomas awarded to any student until all accounts with Oak Grove Lutheran School are settled.

Finance Fee: 18% annual (1.5% monthly - \$5.00 minimum) finance fee will be charged monthly on any balance remaining on the account over 30 days old.

Confirmation of Payment Plans:

I (we) understand the information given above on **payment plans, finance fees and past due accounts** at Oak Grove Lutheran School and agree to the conditions of the payment plan selected. I will notify the Business Office of any changes to my payment plan.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Business Office Only: *Date Received* _____

FACTS Form Sent _____
