



HERITAGE ACADEMY, INC.

12215 Walnut Point West • Hagerstown, MD 21740
(301) 582-2600 www.heritage-academy.net

In keeping with the standard of God's Word which commands that we "be not slothful in business" and do all things "decently and in order", it is our desire to meet our obligation to you as parents in being properly prepared to provide excellence for your children, and also to responsibly meet the obligations we must assume to personnel and suppliers in accordance with enrollment.

Therefore, it is of necessity that the following minimal financial obligation and refund policy be in effect.

- Administrative acceptance of the student into Heritage Academy and parent signature on this form constitute enrollment.
- Accounts not kept current may result in student suspension from school until the account is brought up to date. All accounts must be signed up with FACTS Tuition Management.
- There will be a \$30 service charge on returned checks.
- If your child/children withdraw from school after enrolling, except in the case of the family moving from the area, you will be obligated for a \$50 withdrawal fee. If you have paid in advance, you will receive a refund of your payments less \$50 of the school year's bill. Application and registration fees are nonrefundable.
- If your child attends school for any part of a month, even one day, you are obligated for the entire month, and any previous month in which payment is still due. The month's obligation will be based on 1/9th of the school year's bill.
- Assessments will be made to cover damage to school property including textbooks, property, etc.
- Records will not be released until all monies and/or material owed to the school and/or to any of its related organizations (e.g. fundraisers, class dues, etc.) are received and the check has cleared the school's bank.

I have read the above and understand the obligations contained therein.

Name of Oldest Student

Grade

Signature of person obligated for tuition and other costs: _____

Print Name: _____

Date: _____

"Knowledge Forged in Faith"