



**Step 1: Calculate Fees**

Check the box and fill in the number of students for the appropriate fees below. Fill in the amount for each fee on the line given. Finally, calculate the total amount of fees owed on Line A. Remember to subtract any paid application fees.

**Registration Fee-non-refundable fee for both new applications and re-enrollment.**

\$100 per student postmarked by March 1, 2012 for \_\_\_\_\_ students = \$ \_\_\_\_\_

\$200 per student postmarked after March 1, 2012 for \_\_\_\_\_ students = \$ \_\_\_\_\_

**Application Fee – for new applications only, not re-enrollment. Application fees are applied towards the registration fee and are non-refundable.**

Yes, I paid the \$30 application fee per student for \_\_\_\_\_ students = \$ \_\_\_\_\_  
(subtract paid applications fees)

**Line A Total Registration Fees Owed = \$ \_\_\_\_\_**

**Step 2: Calculate Tuition**

Enter each student name and grade below in order of oldest to youngest child. Circle the appropriate tuition rate for the student's grade level. Fill in any adjustments and subtract the adjustment amount from the tuition rate to calculate the total tuition per student. Finally, total all tuition owed at the bottom of the final column on Line B.

Student Name (List oldest child to youngest)	Grade	Tuition Rate (Circle)	Adjustments (i.e. financial aid)	Total Tuition Per Student (subtract adjustments)
		Grades 9-12 \$6950 Grades 6-8 \$5150 Grades K-5 \$4600 K (half day) \$2300	\$	\$
		Grades 9-12 \$5545 Grades 6-8 \$4032 Grades K-5 \$3520 K (half day) \$2300	\$	\$
		Grades 9-12 \$4234 Grades 6-8 \$3049 Grades K-5 \$2640 K (half day) \$2300	\$	\$
		Grades 9-12 \$2900 Grades 6-8 \$2200 Grades K-5 \$2000 K (half day) \$2300	\$	\$
<b>Line B Total Tuition Owed for All Students</b>				\$



**Step 3: Choose a Payment Plan**

Check the box of the desired payment plan (Plan A, B or C). If choosing Plan C, please check the box of the desired number of monthly payments in the second column. In the last column, check the box of the services fee amount or discount amount that corresponds to your plan choice if requested. Finally, total the amount of fees or discounts at the bottom on Line C.

<p><b>Payment Plan Choice</b> (Check the box of the desired payment plan)</p>	<p><b>Number of Payments</b> (Check the box to choose the number of monthly payments— Plan C only)</p>	<p><b>Service Fees or Discounts</b> (Check the box of the service fee or discount amount that corresponds to payment plan choice— Plan A or C only)</p>
<p><input type="checkbox"/> <b>Plan A: Full Payment</b></p> <p><b>Full payment due by Sept. 1, 2012 with no service fees.</b></p> <p>(All full payments received by July 1, 2012 will have no service fees and receive a 3% discount)</p>	<p>1 payment</p>	<p><input type="checkbox"/> <b>\$0 in service fees</b> for Full payment received by Sept. 1, 2012</p> <p><input type="checkbox"/> <b>\$0 in service fees, 3% discount</b> for full payment by July 1, 2012</p> <p><b>Discount= \$ _____</b> (.03 x tuition amount from Step 2 Line B)</p>
<p><input type="checkbox"/> <b>Plan B: Two Payments</b></p> <p><b>50% due by August 1, 2012, 50% due by December 1, 2012.</b></p>	<p>2 payments</p>	<p><b>\$29.00 in service fees</b></p>
<p><input type="checkbox"/> <b>Plan C: Monthly Payments</b></p> <p><b>9, 10, or 12 monthly payments between June 1, 2012 and May 1, 2013. Monthly service fee=\$14.50.</b></p>	<p><input type="checkbox"/> 9 payments (Sept 1– May 1)</p> <p><input type="checkbox"/> 10 payments (August 1- May 1)</p> <p><input type="checkbox"/> 12 payments (June 1– May 1)</p>	<p><input type="checkbox"/> 9 payments = <b>\$130.50 in service fees</b></p> <p><input type="checkbox"/> 10 payments= <b>\$145.00 in service fees</b></p> <p><input type="checkbox"/> 12 payments=<b>\$174.00 in service fees</b></p>
<p><b>Line C: Total Fees or Discounts</b></p>		<p><b>\$</b></p>



In consideration of the acceptance of this Tuition Agreement by The Charles Finney School, the undersigned agrees to pay the required tuition and fees:

**1. Total Registration Fee(s)** \$ \_\_\_\_\_  
(From Step 1, Line A)

**2. Tuition from Worksheet** \$ \_\_\_\_\_  
(From Step 2, Line B)

**3. Payment Plan Options.**

Plan Choice: \_\_\_\_\_ (A,B, or C)

+ or - Service Fee or Discount Amount (circle one) \$ \_\_\_\_\_  
(From Step 3, Line C)

**1. + 2. + 3. from above = Total Cost \$** \_\_\_\_\_

The above tuition amount includes adjustments for financial aid and/or scholarships. It also includes all in-house academic fees (art, technology, and science labs) and sports fees. Tuition does not include fees for Robotics, Lego Robotics, PSAT tests, PLAN tests, and AP exams. Additional fees may be added under the conditions below:

- A \$25.00 late fee will be assessed on any payment not paid by the 1st of the month or by agreed upon due date.
- A fee of \$40.00 will be assessed for any check returned for insufficient funds.

I understand that, by signing the Tuition Agreement, I am agreeing to accept the rules and regulations of The Charles Finney School as detailed in the Parent/Student Handbook. If you did not receive a copy of the handbook, please contact the school office or view it at [www.finneyschool.org](http://www.finneyschool.org).

I also understand and agree that until my financial obligations with The Charles Finney School have been completely fulfilled, no grades, transcripts or records will be released for my student(s).

**I understand that my obligation to pay the fees and tuition for the full year is unconditional and that after August 1, 2012 no portion of the fees paid or outstanding will be refunded.** In view of this obligation, I understand that the option to participate in a Tuition Insurance Plan is being made available to me at this time to protect my yearly financial obligation under the terms of this Tuition Agreement. The fee for participation is 3% of the net annual tuition. I have read the information about the Tuition Insurance Plan on the reverse side of this agreement.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



### Tuition Insurance Plan

#### What is the Tuition Insurance Plan Fee?

The Tuition Insurance Plan is a **one time fee of 3% of the net annual tuition paid with your first tuition payment**. Students who enroll after September 1, 2012, must pay the fee prior to your child's first day of school. **This fee is non-refundable.**

#### Why participate?

Every year students withdraw from Finney for personal reasons or reasons such as family crisis, disciplinary issues, academic performance or family relocation. Regardless of the reason, your annual financial obligation to the school is equal to the full annual net tuition plus any fees, as stated in the Tuition Agreement. Participating in the Tuition Insurance Plan protects your investment in your student's education. If you decide to withdraw from school your request will be submitted to the Leadership Team for review on a case by case basis. Pending approval of the Leadership Team the Plan will refund 100% of the prorated unused tuition.

#### How do I file a claim?

Claims must be made within 30 days of withdrawal by contacting the business office in writing to the following address:

The Charles Finney School  
Business Office  
2070 Five Mile Line Rd  
Penfield, NY 14526  
Email: [businessoffice@finneyschool.org](mailto:businessoffice@finneyschool.org)

### Tuition Insurance Plan Application

Please read the above information to learn more about the Tuition Insurance Plan. Please check whether or not you would like to participate in the Tuition Insurance Plan, calculate your premium, sign and date the application.

Participation in Tuition Insurance Plan (check box)	Calculate Tuition Insurance Premium (3% of tuition)
<input type="checkbox"/> Yes, I wish to participate in the Tuition Insurance Plan and I understand the terms of the Tuition Insurance Plan.	Premium = Total amount of tuition from Step 2, Line B multiplied by 3% (.03)  \$ _____ = Total Premium owed
<input type="checkbox"/> No, I do not want to participate in the Tuition Insurance Plan and I understand that this option is available to me.	\$0

I understand that the Tuition Insurance Plan is optional and separate from tuition. **The premium must be paid in full with the first tuition payment.** Students who enroll after September 1, 2012, must pay the fee prior to your child's first day of school.

Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY (INITIAL, AMOUNT, DATE)	Form Received	Registration Paid	Enroll Date
Admissions			
Finance			