



# MOUNT ELLIS ELEMENTARY

A Seventh-day Adventist Christian School

3835 Bozeman Trail Road • Bozeman, MT • 59715 • (406) 587-5430

## FINANCIAL CLEARANCE

- Full-time
- Part-time
- Bi-Weekly
- Daily/Homeschool

Start Date:

\_\_\_\_\_

Grade(s):

\_\_\_\_\_

Mount Ellis Elementary operates solely on student fees and on subsidies from the Seventh-day Adventist Church. Due to generous support from the constituents of the local Seventh-day Adventist churches, we are able to offer tuition at a much lower rate than the actual cost of education. Any donations to this fund (payment in excess of your part of the tuition) would be tax deductible and greatly appreciated.

Families can pay their tuition using credit cards or checks. There will be ten monthly payments which start in September. There is a one-time charge per child for an entrance fee. The other payment option for families is to make a full payment of the entire tuition for the school year by September 1.

Mount Ellis Elementary has adopted the following financial policies:

- ✓ Accounts must be paid through one of the two options listed above.
- ✓ The previous year's account must be settled or financial arrangements made before the student will be re-admitted.
- ✓ If an account becomes delinquent (two months behind), satisfactory financial arrangements must be made with the school finance committee in order for the student to continue school.
- ✓ Students who withdraw must pay all outstanding accounts. School records and transcripts will be released only when the school account is paid in full or financial arrangements have been made. Accounts will continue to accrue until the withdrawal form is signed. A tuition refund will be made on a prorated basis when applicable.

I have read and agree to the above policies. I understand that there may be additional charges as described on the Financial Information Sheet. Should circumstances arise during the school year in which I am unable to meet the terms of my financial contract, I will meet with the MEE Finance Committee to make other arrangements. I further understand that a student whose account is more than 90 days past due may be dismissed from school until payment of all delinquent amounts is received or satisfactory arrangements made.

This contractual agreement shall remain in effect until terms are fulfilled. Application and receipt of financial aid does not release my financial responsibility in keeping an account current. It is my responsibility to seek financial aid and coordinate its payment.

- I will pay \$\_\_\_\_\_ monthly with a check.
- I would like my monthly tuition of \$\_\_\_\_\_ withdrawn using the following credit card information on the 9<sup>th</sup> of each month beginning September 9, 2020 and ending June 9, 2021.
- I would like my monthly tuition of \$\_\_\_\_\_ withdrawn using the following credit card information on the 9<sup>th</sup> of each month beginning September 9, 2020 and ending June 9, 2021. Additionally, I would like any extra charges (After School, Outdoor School, Yearbook, etc.) withdrawn at the end of the following month after I have received and had time to review my monthly statement.
- I will pay \$\_\_\_\_\_ in full at the beginning of the school year.

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ CVS Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Guardian: \_\_\_\_\_  
Signature Date

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