

ANN ARBOR ORTHODOX CLASSICAL ACADEMY 2023-2024 TUITION CONTRACT AGREEMENT FULL-TIME PROGRAM



Wisdom and Virtue in Christ

Please scan your completed and signed Tuition Contract Agreement and e-mail it (to info@a2oca.org) or mail it, along with your completed Application form, to Ann Arbor Orthodox Classical Academy (A2OCA; see address below).

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 2023–2024 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 payment plan of your choice; see below). Payment by personal check or money order can be mailed to the Academy at:

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

Prior to mailing your application and tuition deposit, please scan or take a picture of your completed application and Tuition Contract Agreement and notify us through e-mail at info@a2oca.org. This way we can expect your application and let you know if we do not receive it. 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.

Tuition is discounted in the single payment plan (see Option 1) and payment is due before the start of classes on September 14, 2023, unless alternate arrangements have been made in writing with

Irene Melabiotis, Interim Head of School (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 of the start of school in order to secure the child's enrollment (due at the time of application submission). The remainder of the tuition is 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 possible, so that we can work together to find a solution.

TUITION DISCOUNT AND ASSISTANCE

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.

We, also, have a tuition assistance program, and we encourage families in need to apply for tuition assistance. The funds awarded to each family is based upon financial need, as well as the amount of tuition assistance funds available during the school year being applied for. The awarded amount will be deducted from the yearly tuition amount, and parents/guardians are responsible for paying the tuition deposit in advance, as well as the remaining balance, divided into several equal payments (according to the payment plan chosen). Families seeking tuition assistance for more than four children enrolled at A2OCA are encouraged to contact the Interim Head of School to discuss tuition options.

TUITION PAYMENT PLANS

Please place a check mark (✓) to indicate your preferred tuition payment plan.

OPTION 1: SINGLE PAYMENT PLAN

- * there is a discount of 5% off tuition for those wishing to pay tuition in full prior to the start of the school year on September 14, 2023
- * no tuition deposit is required
- * full payment of the year's tuition is due at the time of submission of this Tuition Contract Agreement (unless prior arrangements have been made in writing with the Interim Head of School), but no later than September 14, 2023
- * tuition discounts available for multiple enrolled children: 5% off for the second Child, 7% off tuition for the third Child, and 10% off tuition for the fourth and subsequent Child (discount taken from discounted tuition amount in this payment plan)
- * for payment by personal check, please include memo: 'Single Payment Plan Tuition, A2OCA Full-Time program'
- * any account that is not paid in full by the deadline (September 14th) will automatically be enrolled in the Trimester Payment Plan (Option 2), unless prior arrangements have been made in writing with the Interim Head of School
- * tuition is non-refundable

OPTION 2: TRIMESTER PAYMENT PLAN

- * trimester payments are due August 31st, December 30th, and April 30th
- * tuition deposit is non-refundable
- * tuition discounts available for multiple enrolled children: 5% off for the second Child, 7% off tuition for the third Child, and 10% off tuition for the fourth and subsequent Child
- * for payment by personal check, please include memo: ‘(Semester number) Trimester Tuition, A2OCA Full-Time program’
- * in the case of student withdrawal from the program, sixty (60) days’ written notice must be submitted to Irene Melabiotis, Interim Head of School (imelabiotis@a2oca.org); please note that any balance left on the yearly tuition will be billed to the family account and is due prior to the students’ departure, unless prior arrangements have been made with the Interim Head of School

OPTION 3: 10-MONTH PAYMENT PLAN

- * payments are due at the end of each calendar month from August to May
- * tuition deposit is non-refundable
- * tuition discounts available for multiple enrolled children: 5% off for the second Child, 7% off tuition for the third Child, and 10% off tuition for the fourth and subsequent Child
- * for payment by personal check, please include memo: ‘(Month) Tuition, A2OCA Full-Time program’
- * in the case of student withdrawal from the program, sixty (60) days’ written notice must be submitted to Irene Melabiotis, Interim Head of School, at imelabiotis@a2oca.org; please note that any balance left on the yearly tuition will be billed to the family account and is due prior to the students’ departure, unless prior arrangements have been made with the Interim Head of School

TUITION SCHEDULE *

Grade Level	OPTION 1: Single Payment Plan (5% off if paid in full by Sep. 14th)	OPTION 2: Trimester Payment Plan (Due: end of Aug./Dec./Apr.)	OPTION 3: 10-month Payment Plan (Due: end of mo., Aug.-May.)
Kindergarten	\$11,400/year	\$12,000/year	\$12,000/year
First Grade		Tuition Deposit: \$1,050	Tuition Deposit: \$1,050
Second Grade		\$3,650/trimester	\$1,095/month

* Tuition indicated is per year, per student

ADDITIONAL FEES

Tuition Fees do not include the cost of uniforms and field trips. Tuition does not include the cost of 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 have been made with the Interim 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, full tuition is due at the time of application submission (along with all supporting documentation), but

no later than September 14, 2023. If payment is not made by September 14, 2023, the family will automatically be enrolled in the trimester payment plan (Option 2). 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 (NSF), the bank's NSF fee will be charged to the account.

**2023-2024 TUITION CONTRACT AGREEMENT
FULL-TIME PROGRAM**

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.

<hr/>		<hr/>	
Signature of Parent/Legal Guardian		E-mail Address of Parent/Legal Guardian (required)	
<hr/>		<hr/>	
Name of Parent/Legal Guardian (please print clearly)	Date	Phone (best contact #)	
<hr/>		<hr/>	
Signature of Parent/Legal Guardian		E-mail Address of Parent/Legal Guardian (required)	
<hr/>		<hr/>	
Name of Parent/Legal Guardian (please print clearly)	Date	Phone (best contact #)	
<hr/>			
Complete Mailing Address, Including Zip Code (for account billing)			

TERMS AND CONDITIONS

Payment of Tuition

1. Tuition for the 2023–2024 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 Academy's sole discretion, unless special payment arrangements have been made in writing and signed by the Interim 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 Interim 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 Agreement when married, both are liable for the student's school tuition; if one parent signs the Tuition Contract Agreement 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 Agreement, neither parent is liable and the signee is liable to pay the student's school tuition.

Refunds

5. Student withdrawal from the Full-Time Program requires sixty (60) days' written notice to Irene Melabiotis, Interim Head of School, at imelabiotis@a2oca.org.
6. In the case of student dismissal or student withdrawal from the program, tuition paid under the 'Single Payment Plan' (Option 1) is non-refundable.
7. In the case of student dismissal or student withdrawal from the program, any unpaid tuition under the 'Trimester Payment Plan' (Option 2) and 'Monthly Payment Plan' (Option 3) will be billed to the family account. Any outstanding tuition is due prior to the student's departure, unless prior arrangements have been made in writing with Irene Melabiotis, Interim Head of School, at imelabiotis@a2oca.org.
8. A2OCA reserves the right to withdraw a student from its Full-Time program if a student or parent/legal guardian has broken three times the A2OCA–Parent Agreement (as communicated

on page 5 of the Application form, as well as in the Parent-Student Handbook, after two prior written communications about such future actions resulting in the student's withdrawal from the Academy.

General Terms and Conditions

9. I/We acknowledge that the terms and conditions of the Academy's policies, as communicated in the Parent-Student Handbook, are hereby incorporated into this Agreement.

10. I/We acknowledge that I/we and my/our student(s) will abide by the Academy'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 2023-2024 school year until after I/we have submitted (a) a completed and signed Application form and Tuition Contract Agreement, (b) tuition deposit, and (c) all necessary documents for each enrolled student.

13. I/We acknowledge that my/our student's eligibility for re-enrollment for the 2024-2025 is conditional upon (a) my/our student's successful attainment of the learning goals of the preceding grade level, (b) my/our submission of my/our student's completed re-enrollment form, and (c) all tuition and fees from the preceding school year (as billed to the family account) being paid in full.

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