

Teacher:	Teacher ID #	Teacher Tel: ( )
Address:		This contract is: <input type="checkbox"/> New <input type="checkbox"/> Revised (call ANW Accounting for directions) <input type="checkbox"/> Transfer (from another ANW Teacher within 14 days)
Street	Apt #	
City	State Zip	
Parent/Guardian Information		Bill Payer Information - Complete only if different than Parent/Guardian; must be 18 years of age or older
Name(s)		Name Relationship to Student
Mailing Address:		Mailing Address:
Street	Apt #	Street Apt #
City	State Zip	City State Zip
Phone 1: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Phone: ( ) <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Phone 2: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Email Address:

This Parent/Guardian & Teacher Agreement ("Agreement") is with Academy Northwest located at 18915 142<sup>nd</sup> Ave NE, Ste 140B, Woodinville, WA 98072, a Washington State non-profit corporation and state-approved private school.

Terms and Tuition: Enrollment in Academy Northwest is subject to the following terms:

- The Term of this Agreement begins \_\_\_/\_\_\_/\_\_\_ and continues until \_\_\_/\_\_\_/\_\_\_ unless terminated earlier by either party. Termination notification must be submitted in writing to the other party at least fourteen (14)-days in advance. Withdrawal prior to the above indicated term will be assessed tuition through the end of the current quarter.
- The financial consideration of this Agreement for the students listed below (one (1) quarter minimum), includes a non-refundable annual registration fee in the amount of \$\_\_\_\_\_, a non-refundable graduating senior fee of \$247 if applicable, and quarterly tuition in the total amount of \$\_\_\_\_\_.
- The Parent/Guardian must pay the tuition fees as outlined below to Academy Northwest via Blackbaud Tuition Management.
- Any additional services and materials outside of those listed below, must be agreed to by the Parent/Guardian. These will be invoiced by and paid directly to the Teacher.
- For services other than those agreed to in this Agreement, the Parent/Guardian must pay an hourly rate of \$\_\_\_\_\_ directly to the Teacher.

Name of Enrolled Students	Grade	Reg. Fee	Senior Fee	ANW Tuition Fee	Teacher Fee	Student Totals
Family Totals:						

**Grand Total:** \_\_\_\_\_  
 Less amt paid at Blackbaud Enrollment: \_\_\_\_\_  
 Less Senior Fee, billed separately: \_\_\_\_\_  
**Balance Due on Payment Plan\*:** \_\_\_\_\_

\*All payment plans are ten (10) monthly payments, August - May. Minimum payment is due by the first of each month. Note: Any dollar amount, up to the entire balance, may be paid early.

2024-2025 Family Blackbaud Tuition Management ID: \_\_\_\_\_

# Parent/Guardian & Teacher Financial Agreement 2024-2025

**Parent / Guardian agrees with the following statements:**

1. Registration is complete when:
  - The Parent/Guardian has completed enrollment with Blackbaud Tuition Management and paid the Registration Fee.
  - All required paperwork has been received in the Academy Northwest office.
2. Commitment to pay is unconditional, regardless of extenuating circumstances including but not limited to: Changes in course structures, withdrawal of a student during the quarter, or changes to this agreement.
3. All fees are handled through Blackbaud Tuition Management.
  - Parent/Guardian understands that the fees are to be paid by the due dates according to the Blackbaud Tuition Management agreement.
  - Use of debit/credit cards for payment will incur a convenience fee.
  - Failure to comply with due dates will result in fees assessed by Blackbaud Tuition Management as outlined in the Blackbaud Tuition Management agreement.
  - Past-due amounts not paid within sixty (60) days from the original due date will require the student(s) to be withdrawn.
4. Academy Northwest pays the Teacher out of the payments received from the Parent/Guardian or designated bill payer. If a payment is missed or late, the student's enrollment with Academy Northwest may be in jeopardy.
5. If fees are still due after the end of the contract, the student may not be re-enrolled, may not attend the graduation ceremony nor receive a diploma, and the amount owed will be turned over to a collection agency.
6. Any substantial changes to this contract (e.g. adding a student) requires a new "Parent/Guardian-Teacher Financial Agreement" with "Revised" indicated on the front page. Contract must be submitted to the Academy Northwest office within 24 hours of signing. Once the contract is received by the office, financial changes will be effective on the next billing cycle.
7. Any minor changes to this contract, (e.g. a fee adjustment), must be submitted using the Contract Amendment: Fee Adjustment form and may incur a fee.
8. The Parent/Guardian will pay for additional services rendered to the family, including but not limited to: Changes to this agreement, transfers, withdrawals, per-month for non-payment withdrawal notifications, late senior resume or biography, missed senior portfolio review appointment (\$25 processing fee each), and transcripts (fees listed on website).

**Entire Enrollment Contract:**

The entire Enrollment Contract includes this document, the ANW-Parent/Guardian-Teacher Financial Agreement (pages 1 & 2), the Registration Information and Agreement (pages 1 & 2), and the Parental Consent to Student Online Access & Photo Release. All documents must be signed by all parties and may be changed ONLY by an amendment in writing, signed by all parties. Oral changes are not permitted.

*My signature below gives evidence that I have read and I agree to adhere to the terms and conditions of this Agreement as stated on pages of this document. I understand that if there is a bill payer other than myself and the bill payer defaults on payment of this Agreement, then I as the Parent/Guardian shall become the responsible party. I also understand that I will be assessed a late fee each month for any past balance due if I fail to make the payments according to due dates as set forth in this Agreement and by Blackbaud Tuition Management.*

Signature of Parent/Guardian (1)	Date	Signature of Parent/Guardian (2)	Date
Signature of Bill Payer (if different than Parent/Guardian)	Date		
Signature of Teacher	Date	Academy Northwest Principal	Date