



**CHARLOTTE ADVENTIST
CHRISTIAN ACADEMY**
BUILDING A BETTER FUTURE, ONE STUDENT AT A TIME.

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ACAOffice@adventistchristianacademy.org

Financial Responsibility Form

Deliver to: School Office | Mail to: address above | Scan & email to: treasurer@adventistchristianacademy.org | Fax to: # above

This form is required of all students before each school year. A parent or guardian must sign.

Student name (1): _____

Student name (2): _____

Student name (3): _____

Student name (4): _____

Parent/Guardian Section

As the parent/guardian of the above student(s), I acknowledge that I have read the Charlotte Adventist Christian Academy (ACA) School Handbook, in particular, the sections related to Financial Information and Tuition/Registration/Application Fees.

I understand that if my account becomes past due, the following Past Due Actions will be taken.

I understand that the school may refer my account to a collection agency. I further understand that I am responsible for paying the collection agency fee, together with all costs and expenses, including reasonable attorney's fees necessary for the collection of my delinquent account.

Parent/Guardian Name: _____ Relation to Student(s): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone Number (Home): _____ Phone Number (Mobile): _____

Past Due Actions

30 Days: A letter is sent to the financial sponsor requesting payment. Finance Committee and School Board Chair are notified.

45 Days: The financial sponsor will be contacted by a member of the Finance Committee. The student(s) will not be allowed to attend classes until suitable arrangements have been made.

The school reserves the right to take legal action to collect ignored past due balances. Any costs incurred in the collection of unpaid balances will be added to the account. We understand that circumstances sometimes change. Please communicate any changes that may cause tardy payments to the office before they become an issue.