



Totino-Grace

Totino-Grace Fine Arts Academy Enrollment Contract Terms

- I/We understand that all communication related to TGFAA billing is done via e-mail. Paper statements will NOT be mailed. The monthly e-mail reminders will include your Family ID number, payment due date and the amount due.
- I/We understand that e-mail reminders will be sent to my/our inbox from the email addresses: customerservice@blackbaud.com. Please add this email address to your contact file and safe sender list to ensure that you receive your billing information each month and they are not pushed to your junk or spam folder.
- I/We further understand that it is our responsibility to notify the Totino-Grace Student Billing Office of any email address changes.
- I/We understand that I/we are responsible for following through with the setup of my/our TG Fine Arts Academy Blackbaud Tuition Billing account. Communication will be sent from Blackbaud Tuition Billing (customerservice@blackbaud.com) in the month of August regarding the setup of the TG Fine Arts Academy student billing accounts for the new academic year. Enrollment contracts submitted after August 1 will receive communication from Blackbaud Tuition Billing 5-10 business days after the contract is received.
- I/We understand that the credit card information used today to pay the registration fee on the Totino-Grace website is not captured and will not be used for any future payments.
- I/We understand that all payments should be sent to: Blackbaud Tuition Billing at the address provided on the email statement. Late fees will be charged by Blackbaud Tuition Billing if the payment does not arrive in the Blackbaud offices by the due date.
- I/we understand that payments not sent to the above address will delay the application of my payment.
- I/we understand that my Family ID number must be included with my payment to ensure correct application of the funds.
- I/We understand that if there is unpaid tuition at the end of Semester 1, Totino-Grace Fine Arts Academy reserves the right to prevent the above named student from beginning Semester 2.
- I/We understand that if the above named student withdraws or is dismissed mid-semester, I/we are responsible for the tuition charges up to the time of withdrawal.
- I/We understand that if the above named student withdraws at any time during the academic year, I/we are responsible for immediately notifying the director of the student program at my/our school so that billing can be adjusted in a timely manner. Late fees that are incurred due to a lack of information will be my/our responsibility.
- I/We agree that we have seen the Totino-Grace Fine Arts Academy fee schedule and agree to fulfill all financial obligations promptly.
- I/We understand that a late fee of \$15 will be assessed by Blackbaud Tuition Billing on my account if payment is not received by the due date, and a \$30 failed payment fee will be assessed by Blackbaud Tuition Billing for all payments that are returned due to insufficient funds or incorrect account information. These fees are fully described in the Blackbaud Tuition Billing Welcome Letter that will be emailed to you when your billing account is set up.
- I/We understand that if I/we choose to pay my/our tuition using a credit or debit card there will be a 2.85% convenience fee added to each credit/debit card transaction with the exception of the registration fee payment required for this Enrollment Contract.
- I/We agree to pay TG's costs and expenses in enforcing this agreement, including reasonable attorney fees, in the event that TG must use legal action or a collection agency to enforce collection.