

Eucon International School of Saipan

P.O. Box 500087 CK, Saipan, MP 96950

Tel. (670) 234-3203/7, Fax 235-3203

Financial Agreement for Foreign Student Holding Student Visa

Name of Student: _____

Date of Note: _____

For value received, (Parent/Guardian) _____, promises to pay to the order of Eucon International College, Commonwealth of Northern Mariana Islands, non-profit organization (herein called the "payee"), the amount of (\$ _____) _____.

Representing tuition fees and other fees commencing in _____, 20____, to _____, 20____, excluding Winter School \$299.00/0.5credit (\$ _____) and Summer School or 299.00/0.5credit (\$ _____) Programs. These fees are stated in a separate information sheet that was sent to the student and/or was explained to the student upon registration and payment.

SCHEDULE OF FEES

DESCRIPTION	AMOUNT		
	K3-K5	1st-6th	7th-12th
Entrance Fee	\$400.00	\$538.00	\$595.00
Government Fee	\$445.00	\$445.00	\$445.00
Foreign Student Fee	\$500.00	\$500.00	\$2,500.00
	(each year)	(each year)	(first year)
Annual Fee	\$2,200.00	\$2,464.00	\$4,440.00
Graduation Fee	\$50.00	\$50.00	\$50.00
Accident Insurance Fee	\$20.00	\$20.00	\$20.00

Payment Schedule:

All fees are payable upon registration. A student is not legally enrolled if full payment is not made. The student Visa will not be processed unless all documents and payments are completed.

In case of expulsion and involuntary withdrawal from the school, any account outstanding at that time must be settled before the student's cumulative record will be released. In such cases, any outstanding account will be referred to an attorney or collection agency.

Voluntary Withdrawal from the School:

Should you decide to withdraw during the school year or if it is requested that you withdraw by the school, it is understood and accepted that no refund of fees, except tuition fee and boarding fee with the details stated herein, will be made and all payments must be current and any outstanding account must be paid in full. Any account outstanding must be settled before clearance and transcript of records is issued.

School Fees Refund Policies:

1. Students must pay one-year fees before they are admitted to the school.
2. If a student withdraws or is expelled:
 - 2.1 During the first week upon registration, the student will be entitled to a refund of 90% of the tuition and boarding fees;
 - 2.2 During the second week, the student shall be entitled to a refund of 80% of the tuition and boarding fees;
 - 2.3 During the time exceeding two weeks but not more than 21 days, the student shall be entitled to a refund of 60% of the tuition and boarding fees;
 - 2.4 During the time exceeding three weeks but no more than 30 days, the student shall be entitled to a refund of 40% of the tuition and boarding fees;
 - 2.5 During the time exceeding 30 days the student will not be entitled to a refund.
3. Except tuition and boarding fees, other fees are nonrefundable.
4. It is understood that the above terms are agreeable as part of the contract/financial agreement by the student and his/her parent or guardian when the applicant is accepted as a student at EUCON International School.
5. Please allow for five working days to process your refund.

Students Records/Transcript of Records:

There is a \$ 20.00 fee for the release of the student's record to another school, and an additional \$ 5.00 for each extra copy requested. In order to have your record transferred to a new school, your bill must be paid in full. The request of transcript of Records and Withdrawal Form must be filled out at the School Office duly signed by the parent(s) or guardian(s) or by the student 18 yrs. old and above. Upon your request, the transcript of records will be sent to your new school or you can pick up the sealed transcript of records. Please allow us five (5) business days to get this ready for you.

All documents you submit to the school are the property of Eucon International School. You may not request for these documents to be returned. If you would like a copy of any of these documents you will be charged \$5.00 for each document. The school must keep the original in your file and you will receive the copy. The documents include, but are not limited to, birth certificate, police clearance, and official transcript. If the student/parent wants to request any document from his file, the following procedure will be taken:

1. Fill out the request form from the counter;
2. Each document costs \$ 20.00 and an extra copy costs \$ 5.00;

3. Please allow us 3-5 working days to prepare your requested document, if available or not (upon the advice of the office personnel);
4. All requests are subject for an approval. You will be advised if your request is not approved upon the requesting party's follow-up.
5. Please show proof of payment before your requested document will be given to you.

Check Acceptance/Returned Checks:

We only accept formal, personal, or company checks payable to Eucon International School or Eucon International College. Any informal check is not accepted. Second Party Check and Endorsement and Post-Dated Checks are not allowed.

If a check is returned due to insufficient funds or for any other reason(s), a fee of twenty-five (\$25.00) US Dollars will be assessed and charged to your account for administrative costs. Should the account remain unsettled after several notices, all provisions under "Involuntary Withdrawal from the School" will apply. Any family/student that acquires two (2) returned checks during the school year will be required to make future payments in cash, cashier's check, or money order.

Notices:

All notices or communications in relation to this note must be made in writing, either by mail or hand-delivered as indicated in the enrollment form. Verbal communications such as calls will be used as reminders for follow-up on outstanding bills or account.

Legal/Attorney's Fees and Payment Responsibility:

If any action is necessary to enforce or interpret the terms of this note, if I fail to commence any payments as scheduled, or for any reason this agreement is defaulted by me, my unpaid bills or account shall be submitted to a collection agency or an attorney collection agency. I will pay all legal fees and 33.33% of the collection fees by the chosen collection agency or attorney collection agency, plus all legal fees and other incidental expenses incurred in addition to the principal account.

Law Governing Agreement:

This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Northern Mariana Islands.

By my signature, I signify and certify that I have read and agree to the terms listed in the "Eucon International School Financial Agreement."

Father's Signature: _____	Date: _____
Mother's Signature: _____	Date: _____
Or	
Guardian's Signature: _____	Date: _____
Student's Signature: _____	Date: _____
School Office Representative: _____	Date: _____