

Towle Institute

P.O. Box 580 Hockessin, DE 19707

(302) 993-1408

email: information@towleinstitute.com

<http://towleinstitute.com>

PART-TIME FINANCIAL CONTRACT 2024-2025

TUITION

\$650 per class/Year/Student, 1-3 classes,
4 classes, \$625.00 ea.; 5 or more classes, \$525.00 ea.

LAB FEES

additional \$50 per course with lab

NON-REFUNDABLE FEES

Application

\$30 per class

Book Fee

\$50 per class (\$50 supplies fee for Drama, Food
Prep/Adv. Cooking or Art classes in lieu of book fee)

Parents' Last Name, First Name

Student's Last Name, First Name & Grade *(Please complete 1 form per part-time student.)*

Full Address

Home Phone

Cell Phone

E-Mail

GENERAL INFORMATION FOR ALL CONTRACTS:

1. Tuition payments are to be postmarked by the 1st of each month beginning September 1 and ending June 1. **Payments postmarked after the 5th will be assessed a 10% late fee.**
2. Any NSF (Non-Sufficient Funds) checks received will require a \$40 service charge.
3. Failure to make two or more tuition payments will require a meeting with the billing department. A remediation plan with review will be implemented for families unable to make payment. All report cards will be held until payments are brought up to date. If a satisfactory agreement cannot be obtained, students will be withdrawn from classes. All records will then be held by TOWLE until payment is made in full.
4. Withdrawal payments: Tuition will be charged to the end of the quarter. Please see the Student Handbook for procedure.

Thank you,
TOWLE INSTITUTE Administrative Board

Your signature below signifies you have read and accepted the above terms and conditions and agree to abide by the provisions herein.

Classes desired: _____

(Parent Signature)

(Date)

OFFICE USE ONLY

Application Fee: \$ _____ Book Fee/Activity Fee: \$ _____ Tuition: \$ _____