

Financial Agreement for Full-Day Pre-School

INITIALS

1. Tuition may be paid, bi-weekly or monthly. If paying weekly or bi-weekly. The tuition is due on the Monday of the pay cycle being covered. If paying monthly, the tuition is due on the first of the month being covered.

2. If a monthly payment has not been received by the fifth of the month, your account will be considered delinquent and a \$25 late fee will be assessed. If the 5th falls on a weekend, payments received on the following Monday will not be considered delinquent.

3. Tuition is based on a yearly fee. No discount is given for holidays, illnesses, vacations, or absences and there will be no make-up days

4. A \$25.00 fee will be assessed for any returned check, plus a \$6.00 service charge will be added. In the case of a second returned check, all fees and tuition will be payable by cash or money order.

5. Registration fees for each school year are non-refundable and due at the time of application for new or returning students.

6. If two or more children from the same immediate family are enrolled, a 10% discount will be given on the least expensive program.

7. As a courtesy, we can email you an invoice showing the amount due at the start of each billing cycle. This email will include a link for paying electronically. At this point ACH payments (cash transfers from a checking account) will be the only form of electronic payment accepted and there will be a 1% fee charged.

8. You must notify us two weeks in advance should you wish to withdraw your student before the end of the academic year.

Child's Name: _____

Email Address: _____

(For receipt of electronic invoices, if desired)

Billing: Monthly

I UNDERSTAND AND AGREE TO THE ABOVE FINANCIAL POLICES.

Signature

Date