

Financial Agreement Full-Day Pre-School

1. Tuition may be paid weekly, 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. _____
Initial

2. If a monthly payment is not received by the 5th of the month, it 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. **If a weekly or bi-weekly payment is not received by Friday, it will be considered delinquent and a \$25 late fee will be assessed.** _____
Initial

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. You are entitled to one week vacation for the school year, which runs from August to May. _____
Initial

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

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

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

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. Cash or check payments can be made in person. _____
Initial

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

Child's Name: _____

Email Address: _____
(for receipt of electronic invoices, if desired)

Billing preference: ___ Monthly
 ___ Bi-weekly
 ___ Weekly

I understand and agree to the above financial policies

Signature

Date