

## Financial Agreement Half-Day and Extended Day Pre-School

1. Tuition is to be paid monthly. Tuition is due on the first of the month being covered. \_\_\_\_\_  
Initial
2. If a monthly payment is not received by the 5<sup>th</sup> of the month, it will be considered delinquent and a \$25 late fee will be assessed. If the 5<sup>th</sup> falls on a weekend, payments received on the following Monday will not be considered delinquent. \_\_\_\_\_  
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. \_\_\_\_\_  
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)

### I understand and agree to the above financial policies

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date