



## **TUITION POLICY**

Tuition is due on the 25th of each month **PRIOR** to the performance of services. There will be a \$25.00 late fee charged if payment is not received by the 28th of every month.

**I understand that payment is due regardless of vacation, illness, holiday, emergency closing, etc.**

Cash, check, or credit card can make payment. If you pay by credit card, you will be charged an additional 3% service fee.

I agree to pay the full tuition in advance of services rendered

I agree to pay the full tuition fee even if my child is absent for one or more days.

Upon initial enrollment, a half month tuition deposit is required.

A non-refundable registration fee of \$100 per child is due upon registration for the school year.

A non-refundable registration fee of \$100 per child is due upon registration for the summer camp program.

A 2 week written notice is required for any child being withdrawn from the program. Failure to provide notice in writing will result in forfeiture of tuition deposit.

I understand I must complete, sign & return an annual agreement to ensure my child's class placement.

There is a late fee per child not picked up by their assigned time. The fee will be \$15.00 for the first 15 minutes and \$1.00 for every minute thereafter.

Accounts 15 days in arrears may result in immediate termination of service.

Returned checks will be charged a service fee of \$35, and must be replaced with cash or a money order within 7 days. Future payments must be made in cash or credit card.

A major credit card is required to be kept on file to charge your account in the event that payment is not received by the 28th of the month.

I understand past due tuitions referred to our collection agency will include collection fees that will not exceed 40% of the claim amount.