

## Tuition Policy

- Participation in an automatic payment plan is required for all enrolled students. Electronic Funds Transfers (Tuition Express – including recurring debit or credit card transactions), and Payroll Deductions will be made according to the attached schedule.

With this method of tuition billing, all accounts should remain current. In the event that tuition is not paid in full (due to a change in banking institution or other unforeseen circumstance), families have one week to reconcile accounts and return to a zero balance. Failure to keep the tuition bill current will result in a temporary suspension for the student.

Students can be re-enrolled when tuition balance is paid in full within one week. The student's spot may be given to another family if tuition balance is not paid in full within two weeks.

We apologize for any inconvenience this policy may cause. It is essential that revenue from tuition be kept current in order to maintain our program and educational offerings. Please contact the director with any questions or concerns.

- It may be possible to obtain an exception by completing the Exception Request Form. Any approved exception will come with an expectation to pre-pay tuition, one month at a time. That is, August school tuition would be paid by August 1<sup>st</sup>; September tuition, in addition to unforeseen childcare fees from August, would be paid by September 1<sup>st</sup>, etc. Failure to comply with this pre-payment plan would result in your child's suspension from school/ child care.
- Please indicate on the Student Personal Information form which method of payment you will be utilizing – Tuition Express (including debit and/ or credit cards), payroll deduction (if applicable) or Tuition Exception.