

## **Tuition Payment Policy**

The Preschool Ministry Team has written a **Tuition Payment Policy** that they would like to share with you. Hopefully this will answer any questions you might have about what is expected concerning Preschool and Extended Care tuition payments. The policy is enclosed with this note and we ask that you read it and sign the agreement form at the bottom of this page. Return it to your child's teacher or to the director. If you have any questions please direct them to the director. Thank you for your prompt response to this.

**Intent Statement:** Messiah Lutheran Preschool collects tuition for each child in our care in order to meet our financial obligations to our staff and creditors. This also enables us to maintain and grow as the quality program our parents expect from us.

**Tuition:** The prompt payment of all monthly and bimonthly fees is most important as the school is non-profit and self-supporting. For the most part, the school operation costs are a fixed matter.

- The total tuition cost is divided over a period of nine months, thus resulting in equal monthly/weekly payments (taking into account the days the School is closed).
- The August/May Preschool tuition paid at registration covers August and May Preschool only tuition. The two week tuition payment collected at registration for Extended Care students covers the last two weeks of classes. No tuition will be due in May for Preschool only families and Extended Care students will not owe tuition for the last two weeks of classes in May.
- No credit is given for holidays, with the exception of Christmas and Spring Break for the Extended Care students.
- There will be no verbal variation to these tuition policies.
- Messiah Preschool also reserves the right to pursue delinquent tuition payments through the small claims court as a last resort.

### **Payment procedure:**

- **For Preschool only students, tuition is due on the first day of each month for the upcoming month.** Tuition is considered late after the 5<sup>th</sup> day of the month. A \$10 late fee will be charged for any payment received after the 5<sup>th</sup> day of the month. If payment is

not received by the 15<sup>th</sup> of the month, the student will not be able attend preschool until the tuition is paid.

- **For Extended Care students, payment is due the 1<sup>st</sup> and 15<sup>th</sup> of each month prior to the child's attendance the following two weeks.**

Payments made after the 5<sup>th</sup> and the 20<sup>th</sup> of the month will incur a \$10 late fee. If payment is not received by the end of the two week period your child will not be allowed to attend Messiah's programs until the financial obligation is met.

**Returned check fee:** There is a \$20 returned check fee (fee that the bank assesses)

**Registration fees:** Registration fee is non-refundable after the date set at the beginning of each year's registration.

**Withdrawal/Attendance:**

It is imperative that a two week written notice be given when a child is withdrawn from the school, otherwise the prepaid May tuition will not be refunded. If withdrawn at least two weeks before May and all tuition payments are current, the May tuition only will be refunded. No other tuition will be refunded. *A student's failure to attend does not reduce tuition.*

**Type of payment:** Payment by check is requested. Such payment can be mailed, or placed in the payment mailbox located outside the church office. Your check will provide a receipt of payment or if needed, a receipt is available upon request from the assistant director. If paying with cash, please hand to the director, assistant director, or the front office and receive a receipt. Never leave cash without requesting a receipt.

**Applicable:** This policy applies to all children in our care.

**Communication:** This policy will be included in our parent handbook and is in the registration papers parents are to read and sign indicating their agreement to pay. A separate tuition schedule will also be given to each family at the beginning of the school year. Late notices will be given when tuition is past due according to the set schedule each family has been given.

**Review:** The Director and the School Ministry team will review this policy on an annual basis during the summer when the parent handbook is reviewed.

**Effective Date:** This policy is in effect May 2014

**I have read the Tuition Payment Policy** and agree to abide by the policies and procedures as specified by the Messiah Lutheran Preschool Ministry Team.

Parent signature\_\_\_\_\_

Child's/children's name(s)\_\_\_\_\_

Date\_\_\_\_\_