

## **Algonquin Preschool, Inc. Tuition Policy and Contract**

1. Tuition is due on the first day of each month, August through April.
2. If a tuition payment is not received by the 10<sup>th</sup> of the month, a \$10 late fee is charged. This late fee will continue to be charged each month until the account is paid in full.
3. Any tuition account 60 days past due will be turned over to S&S Financial Services, an accounts receivable management company.
4. Should a check be returned for insufficient funds, all remaining tuition payments must be made in cash or a bank money-order.
5. Monthly tuition payments are calculated by first determining a per session cost. This cost is then multiplied by the total number of sessions for the school year. This factor is then divided by 9 (the number of tuition payments due each year).
6. There will be no refund for school closings due to weather or other unforeseen circumstances.
7. If your child enrolls part way through a month, tuition for that month only will be pro-rated based on the number of sessions remaining in that month.
8. If your child is absent for an entire month due to serious illness, half the tuition for that month must be paid to hold your child's space in the class.
9. If your child is absent for part or all of a month due to an extended vacation, full tuition must be paid that month.
10. All requests for special consideration regarding long-term absences must be made in writing 14 days prior to the beginning of the absence.
11. Notification must be given in writing 14 days prior to withdrawal from school.
12. Tuition for sessions attended prior to withdrawal in a given month will be pro-rated for that month only.
13. Registration fee is refundable only if your child dis-enrolls to attend a facility which serves the needs of a special medical condition of your child.
14. Activity fee is due August 1.
15. Activity fee will be pro-rated if your child enrolls after January 1 of the current school year.

### **TUITION CONTRACT**

I UNDERSTAND THE ABOVE RULES AND THAT THE TUITION FOR MY CHILD FOR THIS SCHOOL YEAR AT THE ALGONQUIN PRESCHOOL IS \$\_\_\_\_\_ PER MONTH, PAYABLE BY THE 1<sup>ST</sup> DAY OF EACH MONTH, AUGUST-APRIL. MY TOTAL TUITION COMMITMENT FOR THIS SCHOOL YEAR IS \$\_\_\_\_\_.

Signature of Parent/Guardian(s)\_\_\_\_\_

Date\_\_\_\_\_