

# 2020-2021 TUITION AGREEMENT - Christ Church Preschool (Updated for 7-month year)

Please sign and return this agreement with your registration fee payable to Christ Church Preschool, 470 Quaker Farms Road, Oxford, Connecticut 06478. All other payments can be mailed to this address or placed in the tuition slot in the four-year-old classroom.

## APPLICATION FEE

A non-refundable application fee of \$75.00 is due and payable when application is submitted.

## REGISTRATION FEE

A non-refundable deposit (first of nine payments) is required upon acceptance. This payment will be deducted from the total tuition. Such a fee guarantees a place on the class roster.

Payments not received in a timely fashion may cause you to relinquish your place in a preferred class.

## TUITION PAYMENT SCHEDULE

Tuition is an annual fee. Please make checks payable to Christ Church Preschool.

Payment may be made in full, or it may be paid in the following manner:

- \_\_\_\_\_ 1. Each child in the two day 3-year-old program will pay **\$212.00 for seven (7) payments.**  
Total yearly fee is \$1484.00
- \_\_\_\_\_ 2. Each child in the four day 4-year-old program will pay **\$312.00 for seven (7) payments.**  
Total yearly fee is \$2184.00.
- \_\_\_\_\_ 3. Each Child in the three day 3-year-old program will pay **\$266.00 for seven (7) payments**  
Total yearly fee is \$1862.00.

The first non-refundable payment due upon receipt of acceptance verification; the second before October 15, 2020; the third payment through the seventh (7<sup>th</sup>) payment must be received before the first day of the month starting on November 1, 2020, with the final payment to be made before March 1, 2021. Payment received after the first week of each payment month must include a late fee of \$15.00.

## BILLING

No monthly statements will be issued. Payments will be expected as outlined above. Pre-payment for the year or additional monthly payments can be made at any time.

## LATE PAYMENTS

An additional fee of **\$15.00 per student, per payment, will be added to the account if payment is not received before the 5th day of the month due.** If adjustments are needed in the payment schedule, such request must be made to the Director in writing. If payment is not received before the 5th day of the month due, a reminder notice will be sent, including the \$15.00 late fee in the amount due. If payment is not made by the 10th day of the month due, a phone call will be made to the parent requesting immediate payment. If payment is not received, the child will not be allowed to attend until the balance is brought current.

**NSF CHECK FEE:** There will be a non-refundable fee (at least \$25.00) for all returned checks. It will be determined by the bank charges. If you have **more than two returned checks, you will be required to pay by cash for the remainder of the school year.**

**WITHDRAWAL :** Tuition is an annual fee and must be paid in full. Under normal circumstances, if it becomes necessary to withdraw a student from the school before the end of the school year, a thirty-day written notice must be given, and the balance of the yearly tuition is due. Written requests for exceptions based on special circumstances will be taken to the Board of Directors for consideration. No guarantee of the Board's granting such request can be made. **However, if a child withdraws because of pandemic concerns, refunds will be made for the time the child is not in school that have already been paid for. The remaining balance for the year will then be voided.**

*There will be no make up or refund for days missed due to inclement weather or illness.*

## MID-SEMESTER ENTRANCE

Any child entering at any time during the school year will pay a pro-rated tuition. Payment of the \$75.00 application fee and a **two month non-refundable deposit** is due by child's starting date. The next monthly payment will be due before the first day of the next month. This payment will include any adjustments in the tuition for the year.

**I HAVE READ THE REGULATIONS REGARDING TUITION PROCEDURES AND AGREE TO ABIDE BY THEM.**

Parent or guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_

3-year-old class: \_\_\_ Monday/Wednesday A.M. 3's    \_\_\_ Tuesday/Thursday A.M. 3's    \_\_\_ Monday/Wednesday/Thursday P.M.3's  
4-year-old class: \_\_\_ Monday/Tuesday/Wednesday/Thursday A.M. 4's    \_\_\_ Monday/Tuesday/Wednesday/Thursday P.M. 4's