

Payment Policy Agreement

Please read over the Payment and Withdrawal policies below. These policies are also found in your Parent Handbook. After you have read them, sign the Payment Policy Agreement below and return it, with your other forms, to the IUMC Preschool office.

Tuition and Payment

Registration and first semester equipment fees are due with registration forms. The registration fee is non-refundable, unless we are unable to place your child in a class.

Second semester equipment fees are due in November. Equipment fees are only refundable if your child does not attend any classes during the semester and the school was notified prior to the semester of your child's withdrawal from the program.

Tuition is divided into nine equal payments with the first payment due by August 15 and the last payment due by April 15. You also have the option of paying your full school year's tuition in advance at a discounted rate of 5% (for tuition only, there is no discount on registration or equipment fees). You will receive monthly statements from our office and payments can be made via cash or credit card (both options must be made in the preschool office only and credit card transaction fees apply), checks may be mailed, or hand delivered to the office, or you can set up Automatic Bill Pay through your bank.

After the 15th of each month, tuition will be considered late, and a late fee of \$15.00 may be charged. Please contact the office if a family crisis or emergency results in late payment of tuition and a deferment may be granted on an as needed basis. Please be aware that classroom staff members do not have the authority to discuss financial arrangements or authorize deferments.

Withdrawal

Occasionally it becomes apparent, in the first few days of classes, that a child is not ready to be part of the school experience. The decision to withdraw the child must occur within the first six classes and tuition & equipment fees will be refunded. **After this point, a written withdrawal stating the child's specific last date of attendance must be submitted to the office at least two weeks in advance of that date.** Further required payments of the unpaid tuition balance of any account in good standing will be excused after the withdrawal date. Failure to notify the office in writing will cause forfeit of any refunds or exemptions from further payments. **After February 15, however, payment of the remaining school year balance will be required, regardless of the withdrawal date.**

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"I have read and understand the Payment and Withdrawal Policies of IUMC Preschool and will be responsible for making on-time payments. If I am, for any reason, unable to make a full payment in a timely fashion, I will notify the IUMC Preschool office."

A signature is required by each custodial parent/guardian below. If a second form is needed please ask the office.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

Student's Name

Class