

Enrollment Agreement 2017-2018

Child's Full Name: _____

TUITION: The first month's tuition installment is due with a non-refundable registration fee of \$125 upon enrollment. The Registration Fee includes a disaster preparedness fee. A 10% discount off the youngest child's tuition will be given to families with two or more children enrolled. Tuition is calculated on an annual basis and reserves enrollment for the entire 2017-2018 school year. There are no refunds or prorated amounts for absences, holidays, or school closures. Tuition may be paid in one of three ways:

OPTION 1: Ten (10) equal monthly payments (No discount)

OPTION 2: Two (2) payments (3% discount)

OPTION 3: One (1) payment (5% discount)

Days	Annual Tuition	Due on the 1 st of each month OPTION 1	Due August 1 st & Jan. 1 st OPTION 2	Due August 1 st OPTION 3
2	\$4,320	\$432	\$2,095	\$4,104
3	\$5,900	\$590	\$2,862	\$5,605
4	\$7,670	\$767	\$3,720	\$7,287
5	\$9,440	\$944	\$4,579	\$8,968

TUITION

Nine additional monthly tuition payments are due on the first of each month, August 2017 through April 2018. Any prepaid tuition collected during the early Registration period (Jan-March) will be refunded if a family withdraws their intent to enroll in writing before April 1st, 2017. Tuition payments are due regardless of illness or vacations. Tuition is contracted upon enrollment and due for the entire ten months of the 2017-2018 school year. The Preschool Administration should be notified if a family would like to request a change in their enrollment schedule. Approvals will be based upon enrollment availability within the classroom. The preschool requires one month's written notice of intention to withdraw from enrollment at SMCP. If a child is withdrawn after enrollment, during the school year, or if a family wishes to reduce the number of days their child is enrolled the preschool reserves the right to determine refunds and balances regarding tuition based upon the preschool's ability to fill the child's enrollment. Note: At least 30 days notice will be given to families if there is a change in tuition rates.

EXTENDED PROGRAMS: There is a \$10/hour fee for the AM and PM programs. Any charges accrued from extended day programs will be added to a family's tuition balance the following month.

RETURNED CHECK POLICY: Checks returned by the bank will be subject to a \$10 returned check fee. After two checks from the same party are returned, payments must be made in cash, money order, or cashier's check.

SUMMER PROGRAM: An optional Summer Program is held during the month of July. The program is four weeks long and is in session three days per week from 9:15 to 1:15pm. Our Afternoon Extended program is offered as long as three children are signed up. Parents choosing to enroll their child for the Summer Program will be required to complete a Summer Registration form and prepay the non-refundable Summer Program tuition during the registration period in April.

LATE FEE: A late fee of \$10.00 will be charged to accounts that have an unpaid balance as of the 10th of each month.

OTHER FEES



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Child's Full Name: _____

My child is enrolled for the following number of days per week:

- 2 days
- 3 days
- 4 days
- 5 days

I have read, understand, and have received a copy of the Enrollment Agreement, which constitutes the financial policies of the preschool. As a condition of the enrollment of my child in St. Mark Community Preschool, I consent to and will comply with all of the financial policies set forth by St. Mark Community Preschool.

PRINTED NAME _____
Child's Authorized Representative

DATE _____

SIGNATURE _____
Child's Authorized Representative

ADMINISTRATION _____