

ASCENSION EARLY CHILDHOOD CENTER TUITION AND FEES POLICY

SUPPLY FEE

- This is a yearly **NON-REFUNDABLE** fee paid at the time of registration.

TUITION PAYMENT SCHEDULE

- The Little School program is based upon an annual tuition rate.
- Yearly tuition may be divided into nine (9) monthly payments.
- The 9th payment is payable at registration and is **non-refundable after April 1st**.
- The 8 remaining payments are due on the 20th day of the month (August through March.)
- Each family will have a payment option of electronic withdrawal or a "Payment Book".
- Checks should be made payable to "Ascension Early Childhood Center" (AECC).
- All payments should be either mailed, brought directly to the school office, or pinned to the ***OUTSIDE*** of the student's book bag. ***THE STUDENT IS THE TEACHER'S RESPONSIBILITY. PLEASE DO NOT PLACE PAYMENTS IN THE STUDENT'S BOOK BAG NOR GIVE TO THEIR TEACHERS.***
- A 30-day written notice is required for all students leaving the program during the school year. Tuition must be paid for those 30 days even if the child does not attend. The student may be withdrawn from the school and re-enrolled in the same school year if there is an available space with no additional registration fee charged.
- Enrollment is for the school year, September through May. The school budgets its expenses according to the promised revenue and must meet its financial obligations regardless of the attendance of the individual child. Consequently, there are no refunds for absences or withdrawals.

LATE FEE

- Tuition payments not received in full by the 20th of the month (August through March) are automatically assessed a \$25.00 late charge.
- **Electronic withdrawal becomes mandatory** if payments are received late for two (2) consecutive months.
- Failure to pay tuition results in dismissal of the student, unless arrangements for payment are made with the Directors.

RETURNED CHECK

- A \$30.00 fee per check is charged for any returned check.
- Electronic withdrawal becomes mandatory if a check is returned for two (2) consecutive months.

My signature indicates that I am in agreement with The Little School's payment schedule, and policies regarding refund, late fees, and returned checks.

Parent Signature

Date