

ASCENSION EARLY CHILDHOOD CENTER TUITION AND FEES POLICY

REGISTRATION / 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.
- 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.
- Yearly tuition may be divided into nine (9) monthly payments.
- The 9th payment is payable via cash or check at time of enrollment and is non-refundable after April 1st. **Checks should be made payable to “Ascension Early Childhood Center” (AECC).**
- The 8 remaining monthly tuition payments are due on the 20th day of the month (August through March) via electronic withdrawal. A completed ELECTRONIC TUITION PAYMENT FORM is due in The Little School Office no later than August 1 for September tuition.
- If the electronic withdrawal fails and the funds cannot be transferred, a \$30 fee will be assessed and the entire amount must be paid via cash, check or money order within 5 days.
- Tuition can be paid in full at any time during the school year. There is no discount.
- Failure to pay tuition results in dismissal of the student, unless arrangements for payment are made with the Director.
- 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 The student may be withdrawn from the school and re-enrolled in the same school year if there is an available space with no additional registration fee charged.

CHECK AND CASH PAYMENTS

If Lunch Bunch is not included in tuition, check or cash payments for The Little School should be either mailed, brought directly to the school office, or pinned to the outside of the student’s book bag. Please do not place payments in Little School bags.

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