



## **TUITION PAYMENT POLICY**

(Effective 2018/2019 School Year)

*Parkside Pre-School* depends solely on enrollment tuition to meet the expenses related to its operations. With respect to our tuition policies you are advised of the following:

**APPLICATION FEE** - Upon completion of the Enrollment Application, a non-refundable application fee of \$35.00 must accompany the application's return.

**TUITION DEPOSIT** - In order to reserve a place for your child in the upcoming school year, a non-refundable Enrollment Fee equal to one (1) month's tuition installment is required for new students. The Enrollment Deposit will be applied to your child's last month tuition of the last year at *Parkside*.

**TUITION** - Tuition payments may be made in either monthly, semi-annual, or annual installments. Nine (9) installments are due beginning August 15 and payable on the fifteenth of each following month through May. Semi-annual installments are due on August 15 and January 15 (a 2 1/2% discount is applied). Annual payments are due on August 15 (a 5% discount is applied). Please refer to the current Tuition Schedule for the specific amounts.

**EXTENDED DAY TUITION** - Optional extended day tuition is calculated in one hour increments. Extended day charges are billed weekly and payable on receipt.

**LATE PAYMENTS** - While emergency situations might understandably occur, we must be notified of a problem in meeting tuition payments as soon as possible. If mutually agreed, alternate arrangements may be made. In the event alternate arrangements have not been made after we have notified you of a delinquency and within two (2) weeks of the due date, we reserve the right to halt your child's enrollment until the balance is paid. If the delinquency has not been met within three (3) weeks of the due date, we consider your child withdrawn from enrollment, Tuition Deposit forfeited, and your child's space available for someone else.

**EARLY WITHDRAWAL** - We require thirty (30) days written notice from you in order to withdraw your child during the school year. Provided that the required notice is given and your child's space can be filled within the thirty (30) days, any unused portion of the tuition and enrollment deposit will be returned to you. If thirty (30) days notice is not given, your deposit and paid tuition will be forfeited.

**CHECKS** - Checks are gladly accepted and should be made out to Parkside Pre-School, Inc.. A \$20.00 charge will be applied in the event of a returned check.

**BILLING** - Initial Tuition Statements will be forwarded to you in July with payment options explained. After the initial statement you should anticipate payments and meet them as scheduled.