

St. Elizabeth's Episcopal Preschool 2018 - 2019 Financial Contracts

All parents, guardians and other responsible persons should read all of the provisions of this Contract, complete the required information, sign and return the Contract accompanied by the Non- Refundable Registration Fee of \$160.00 , the Registration Packet, and the Parent Handbook. A child's place is reserved only when the Contract and appropriate fees have been delivered to the school. A copy of the accepted Contract will be returned upon your request. No amendment to this Contract and no alteration or addition to the printed terms will be effective.

In consideration of the acceptance of this Contract by St. Elizabeth's Episcopal Preschool, the undersigned agree to pay the required REGISTRATION FEE and TUITION FEE and be bound by the provisions of this Contract.

Enrollment is conditioned upon the following terms:

- A non-refundable Registration Fee must accompany the application and this Contract. The Registration Fee reserves your child's place in our Program and is used as a Supply / Art Supply Fee for the school year.
- Tuition payments must be received on or before the due dates as outlined in the Parent Handbook (beginning of the school year). Tuition payments are due the first week of the month. There will be a late fee of \$10.00 assessed if tuition is not received.
- A fee of \$40.00 will be assessed for all checks returned for insufficient funds and re-deposited checks. Collection agency fees, court fees, or any other professional fees involved in collecting unpaid balances will be charged to the parent. The School is entitled to reimbursement for any attorney's fees and costs incurred in the collection of any unpaid balance.
- The obligation to pay tuition and fees in accordance with school policy is unconditional. Tuition must be paid even when the student is absent due to vacation, illness, or when the school is closed for specific holidays or emergency school closures.
- At the beginning of the school year, the **FIRST AND LAST months tuition is DUE regardless of when the child enrolls in The Program.** Upon the completion of the school year, the last month's tuition (May) will be considered paid. If a child withdraws from our program **WITHOUT** 30 day written notice, the last month's tuition will NOT be refunded. If we are given the proper 30 day written notice of withdrawal, the tuition for the LAST month will be reimbursed.

PAYMENT PLANS: Please indicate which plan is best for your family.

____ **PLAN A** : (lump sum payment) Due on or before August 13. This is payment for the entire School year with a 5% discount.

____ **PLAN B**: Monthly checks sent directly to the School via USPS by the 1st of each month.

____ **PLAN C**: Monthly checks put in childs folder by the 1st of each month

Signing this Contract indicates acceptance of the above terms. It also indicates acknowledgement of this contract with St. Elizabeth's Episcopal Preschool. Herein referred to as "School".

Date _____ Signed _____ Relationship to Child _____
Parent / guardian or responsible person