

# 2018-2019 Tuition Policies

**The annual tuition may be paid by September 30, 2018, for a 2% discount.** However, for your convenience it can be divided into 10 equal payments. A **\$75.00 non-refundable** registration fee plus one month security deposit, which is equivalent to 10% of the yearly tuition, must accompany your application in order to process for enrollment. Above fees based on scheduled school days.

Regular tuition payments are then due on the 1<sup>st</sup> of each month beginning on August 1, 2018. Tuition payments will be due as follows:

- |                      |                     |                     |                        |
|----------------------|---------------------|---------------------|------------------------|
| 1) August 1, 2018    | 4) November 1, 2018 | 7) February 1, 2019 | 10) Security Deposit   |
| 2) September 1, 2018 | 5) December 1, 2018 | 8) March 1, 2019    | (paid at registration) |
| 3) October 1, 2018   | 6) January 1, 2019  | 9) April 1, 2019    |                        |

A \$75.00 non-refundable registration fee is payable at the time of registration.

One month's written notice (written letter or e-mail) is required for withdrawal. Failure to do so will result in loss of security deposit.

**Early Drop-off:** Drop-off at 8:30 am, \$10 per day. For children enrolled in the 3s and 4s classes only.

**Late Fee:** A \$15.00 late charge will be applied after the tenth of each month that tuition remains unpaid.

**Returned Check Fee:** A \$25.00 returned check fee is automatically added to all checks returned un-payable by the bank.

**Schedule Change Fee:** A \$15.00 fee applies each time a schedule is changed.

**Extra Time Fee:** Overtime is charged at \$17.00 per hour or any portion thereof. Payment is due on or before the day services are rendered. Unscheduled overtime past 3:15 pm or at the end of the school day is charged at \$1.00 per minute.

**Discounts:** Only one discount per family. Discounts cannot be combined.

- 8% Sibling/Employee (on the lower of the tuition fees)
- 15% Active Church Members (Please see Director)

## Refund Policy for Students Prior to First Day of School

Security deposit (June's tuition) is refundable as follows:

Full Refund – with advance written notice given by May 31, 2018

2/3 Refund – with advance written notice given by June 30, 2018

1/3 Refund – with advance written notice given by July 31, 2018

**No Refund after July 31, 2018**

## Refund Policy Once School Begins

Tuition is due monthly on the first day of each month. In order to ensure that our enrollment is full, we require you to notify us in writing (e-mail is acceptable), one (1) month in advance if you intend to withdraw your child from our school. If you do so, your initial deposit monies will be applied against your final month of enrollment. Otherwise, your tuition for that month is due and payable as scheduled and your initial deposit will be forfeited, as those funds will be applied against a month when your child is no longer attending our programs. The deadline for refunds is March 1, 2019; currently enrolled students will not be eligible for a refund for unused months after that date.

**No refunds/adjustments/make-up days will be given for absence due to illness, holidays, vacations, emergency closings, or withdrawal.**

Bethlehem Early Learning Center admits students of any race, color, and national or ethnic origin.