

**WORD OF LIFE LUTHERAN PRESCHOOL
TUITION AGREEMENT
2019-2020 SCHOOL YEAR**

REGISTRATION:

- \$185.00 non-refundable registration fee is required for enrollment.
- \$100 of the registration fee will be credited towards September 2019 tuition. This portion will not be reimbursed for students who withdraw before school begins.
- \$50 registration fee for each additional sibling.
- The **first tuition payment** for September is due **JULY 17, 2019** or upon enrollment, those who do not pay on July 17 will be automatically withdrawn from the class.

Tuition:

- Tuition can be paid by check, cash or through electronic withdraw. We do not currently accept credit cards.
- Operating expenses require that parents maintain tuition payments. Tuition is based on the number of days in the school year, not the number of days per month.
- No refunds or tuition allowances will be made for vacation days, sick days, or school holidays—including emergency closings.
- Tuition may be paid on an annual or monthly basis.
- One month written notice is required if your child will be leaving the program for any reason. Please do this by filling out a withdraw form available in the Director's office. You will be responsible for the entire month's tuition whether your child is in attendance or not. There are no tuition reimbursements, but tuition can be pro-rated if a 30-day notice is obtained.
- Extended leave of absence from the program requires payment of monthly tuition. Failure to pay tuition will result in disenrollment. A second Registration fee will be required to re-enter the program.

PAYMENTS

- The annual tuition is divided into 9 monthly payments with the first payment due July 17, 2019 which is applied to the September payment.
- The following payments are due by the 15th of each month, which is applied to the following month, September through April.
- If you enroll after September, you will owe a pro-rated amount for the month you enroll along with the full amount for the following month.
- There is a 3-day grace period for tuition to account for illness, holidays and weekends. If you need an extension contact the Director or a late fee will be enforced.
- A 5% discount is offered to those who pay full tuition on or before July 2019.
- \$10.00 late fee charge is applied for any payments received after the 15th of the month. Failure to pay the tuition by the 15th of the month may result in removing the child from the program.
- Any check returned (not sufficient funds) is subject to a \$30.00 fee.
- Families with multiple children enrolled in the preschool will receive a 10% sibling discount on tuition on all additional children (Discount taken on lesser tuition).
- Families who are members of WOL Church receive a 10% tuition discount per child.
- Please make all checks payable to **Word of Life Preschool**. Please put your child's name in the memo column.
- Cash payments should be placed in an envelope, labeled with child's name and class, and handed directly to a teacher or to the Director.
- We reserve the right to cancel any class or have one teacher where minimum class requirements are not met.
- Should payment problems arise, please contact the Director immediately to discuss tuition options.

WAITLIST

- If you chose to put your child on a waitlist for a class that does not have openings you will owe a \$10 waitlist fee along with the registration form.
- Waitlist \$10 fee is non-refundable but will be applied towards your registration fee if an opening occurs.

MONTHLY TUITION **2 DAYS** **3 DAYS AM/PM** **4 DAYS AM/PM** **5 DAYS (extended)** **Enrichment**
 \$195 \$245/\$230 \$295/\$275 \$475 \$70

Tuition Payment Schedule	Due Dates
Registration Fee (<u>non-refundable</u>) of \$185 (\$85 + \$100 September tuition deposit)	Due with Application
September 2019 (minus \$100 deposit)	July 17, 2019
October 2019	September 15, 2019
November 2019	October 15, 2019
December 2019	November 15, 2019
January 2020	December 15, 2019
February 2020	January 15, 2020
March 2020	February 15, 2020
April 2020	March 15, 2020
May 2020	April 15, 2020