

The Pre-School at Doylestown United Methodist Church

320 East Swamp Road • Doylestown, PA 18901

Financial Policy

2018-2019

By enrolling your child you agree to abide by the terms listed below:

Signature required

Child's name _____

Signature, parent or guardian _____

Printed name _____

Date _____

TUITION

- Tuition is comprised of the **YEARLY** cost of your pre-school program, broken down for your convenience into monthly payments.
- Pre-School policy **does not** allow for programs to be pro-rated, therefore tuition is payable in full, regardless of the number of sessions held, number of classes attended, number of holidays, or cancellations due to inclement weather, terrorism, civil disobedience, or acts of God.
- September's tuition is due by September 1, 2017 in order for your child to start the school year.
- May's tuition is pre-paid at time of registration for the school year. This pre-payment reserves your child's placement and allows us to plan for staffing.

FEES

- A registration fee is charged for each Pre-school, Music, Yoga and Fourth R class. There is only one registration fee per class type per family per school year. Registration fees are **NOT** refundable.
- Music and Yoga registration fees are waived for **PARENTS** who are DUMC members listed in the most current Church directory. All children must pay the registration fees for The Fourth R®.
- A fee of \$15.00 will be added to your account for each returned check. All tuition must be paid in cash if two checks are returned during the school year.
- A late fee of \$5.00 will be added to your account for any payment not received by the 10th day of the month.

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Financial Policy

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PAYMENTS

- Billing statements will be mailed monthly. This statement will reflect account activity for the previous 30 days.
- All payments for Pre-school tuition are due on the first day of each month. Session payments for Music, Yoga, Fourth R and Time for Twos are due at the time of registration.
- Tuition payments should be mailed to the school or left in the tuition box in the Preschool office. **DO NOT** leave tuition payments with teachers or aides, or in backpacks and tote bags.
- Parents wishing to obtain a receipt for payment may obtain one from the Preschool office. This is strongly recommended for those parents wishing to pay with cash.
- **Any child who is more than thirty days (30) behind on tuition will not be allowed to attend classes until their account is current.** This includes any arrears, current month's tuition, and pre-registrations.
- Parents agree to reimburse the school for any expenses required by the school to obtain payment on past due accounts, including but not limited to bank fees for returned checks, court costs, and legal fees.
- Progress reports will be withheld for any child whose account is not current.

CHECK POLICY

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

REFUNDS

- All tuition is refundable up to June 30th. After June 30th tuition will **NOT** be refunded.
- Registration fees are **NON-REFUNDABLE**.
- All tuition refund requests must be sent **IN WRITING** to the Pre-school Directors.

DISCOUNTS

- Families with 2 siblings enrolled will receive a 10% discount.
- Families with 3 or more siblings enrolled will receive a 15% discount.