

# Grace Lutheran Preschool Tuition Agreement 2021-22 School Year

Child's Name: \_\_\_\_\_

**All families attending Grace Lutheran Preschool must agree to the terms and conditions set forth below.**

- Full tuition payment must be paid in advance on or before the **first** day of each month, or a **\$15.00 late payment fee** is assessed. There is no grace period. Each family receives one "oops" for a late payment with no late payment fee assessed. Although, the payment due date may fall on the weekend and/or we are closed because school is not in session, tuition is still due on or before the first day of the month.
- Tuition rates are calculated on an annual basis, and are broken down into monthly payments for your convenience. Payments may be for multiple months, August to December, or January to April.
- All fees and payments are non-refundable and non-transferable.
- Payments must be made by check, cashier's check, money order or in cash (receipt provided).
- All checks presented must be able to be cashed immediately. Policy does not allow holding checks.
- Tuition payments remain the same each month, even if your child has to miss because of illnesses, family vacations, delayed openings, holidays, inclement weather days and school breaks.
- I understand that if for any reason I want to withdraw my child from Grace Lutheran Preschool, I must give a one month notice. If I don't give a notice, I will still owe the month's tuition in full.
- Policy requires all withdrawals to be made in writing by the last business day of the month, before payment is due for the upcoming month. To withdrawal from the program, a Notice of Withdrawal Form (available on the website) must be completed and returned to Preschool office before payment is due. For example: Leaving in March, notify office before payment is due February 1<sup>st</sup>.
- Payments are the responsibility of the parent/guardian enrolling the child.
- If another individual (other than the parent/guardian) is making the payment, it is still the responsibility of the parent/guardian to assure payment is received.
- No monthly statements will be provided.

I \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ understand and agree to all the payment and withdrawal policies stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please contact the Preschool at 693-4972.