

**MY SCHOOL PRESCHOOL  
2018-2019  
TUITION CONTRACT**

I/We hereby enroll my child (Name) \_\_\_\_\_ and agree to pay the full tuition amount in accordance with the terms stated herein.

- Registration Fee: \$50.00 non-refundable registration fee, payable upon registration.
  
- Tuition Deposit: Tuition for May 2019 is payable upon registration and is non-refundable UNLESS written notification of withdrawal is received (postmarked) by June 1, 2018
  
- Activity Fee: An activity fee of \$40.00 is payable upon registration and is non-refundable UNLESS written notification of withdrawal is received (postmarked) by June 1, 2018.
  
- Tuition for the Tuesday/Thursday 2- Day Preschool Class:  
Total Tuition for the Tuesday/Thursday 2-Day Preschool Class is \$1080.00 Tuition is divided into nine monthly payments \$120.00 each for my/our convenience, and the payment for May 2018 tuition is due with registration as stated above. The remaining eight installments are due by the first of each month August 2018 through March 2019. The payment due August 1, 2018 is for September 2018 tuition; the payment due September 1, 2018 is for October 2018 tuition; and so on.
  - ACH Option: A monthly Automated Tuition payment (ACH debit) of \$120 deducted the 1<sup>st</sup> of the month August 2018 - March 2019.
  - One Installment: Payment of the remaining year in full due August 1, 2018 for \$960.00
  
- Tuition for the Monday/Wednesday/Friday, 3-Day Pre-K Class : Total Tuition for the Monday/Wednesday/Friday 3-Day Pre-K Class is \$1440.00. Tuition is divided into nine monthly payments \$160.00 each for my/our convenience, and the payment for May 2019 tuition is due with registration as stated above. The remaining eight installments are due by the first of each month August 2018 through March 2019. The payment due August 1, 2018 is for September 2018 tuition; the payment due September 1, 2018 is for October 2018 tuition; and so on.
  - ACH Option: A monthly Automated Tuition payment (ACH debit) of \$160 deducted the 1<sup>st</sup> of the month August 2018- March 2019.
  - One Installment: Payment of the remaining year in full due August 1, 2018 for \$1280.00
  
- Tuition for the Monday – Thursday, 4 Day Pre-K Class: Total Tuition 4 Day Pre-K class is \$1800.00. Tuition is divided into nine monthly payments \$200.00 each for my/our convenience, and the payment for May 2019 tuition is due with registration as stated above. The remaining eight installments are due by the first of each month August 2018 through March 2019. The payment due August 1, 2018 is for September 2018 tuition; the payment due September 1, 2018 is for October 2018 tuition; and so on.

PLEASE SEE REVERSE SIDE

- ACH Option: A monthly Automated Tuition payment (ACH debit) of \$200 deducted the 1<sup>st</sup> of the month August 2018- March 2019.
  - One Installment: Payment for the remaining year in full of \$1600.00 due August 1, 2018
- Late Payment: In the event that the monthly payment is not received by the 5th of each month, I/we will be charged a \$20.00 late fee. Any check returned from our bank is subject to a \$35.00 NSF charge. If the tuition is not paid by the last day of the month, my/our child will not be permitted to attend school until both the late fee and the monthly tuition payment are paid in full or a payment plan is made with the Board of Directors. A payment plan must be made with the Board of Directors to cover all monies owed to My School and to insure continued enrollment of my/our child.
  - Withdrawal: If a child is withdrawn from school for any reason, a written notice of the withdrawal must be submitted to the school. If written notice is given by the 15th of the month, the following month's tuition will be refunded. If we are given notice after the 15<sup>th</sup> of the month, the following month's tuition will NOT be refunded. If we are given less than 2 weeks notice, then the following month will NOT be refunded. Example: If notice is given by September 15th, the tuition collected on September 1st (October's tuition) will be refunded. If notice is given after September 15th, then it will not be refunded.

Because your monthly payment is an installment of the total tuition, there is no adjustment of tuition when my/our child is absent from school or for school holidays or school cancellations.

I/We hereby request to enroll my/our child in the following class and understand that I am responsible for the full tuition and any other fees or fines levied by the Board of Directors of My School Preschool.

\_\_\_\_\_ Tuesday/Thursday, 2-Day Preschool Class

\_\_\_\_\_ Monday/Wednesday/Friday, 3- Day Pre-K Class

\_\_\_\_\_ Monday/Tuesday/Wednesday/Thursday, 4- Day Pre-K Class

Date: \_\_\_\_\_ (Parent or Guardian)

The parent or guardian of the child enrolled must sign this contract.

This contract will be on file at the preschool and a copy of it will be returned to you.

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For Office Use Only: Tuition option chosen:

\_\_\_\_\_ Pay year in full      \_\_\_\_\_ Pay Monthly by ACH

\_\_\_\_\_ Other