

HERITAGE CHILDREN'S ACADEMY
Tuition Agreement

My child, _____, is registered to attend the Heritage Children's Academy. The following tuition requirements are to be met to assure service:

- My child is enrolled _____ days per week, (circle the appropriate days)
Monday Tuesday Wednesday Thursday Friday.
- My child is enrolled: ~~1/2 Days~~ Full Days 9-3 (circle one)
- **Monthly** tuition for the above enrolled days of service is \$ _____.
- A \$100 registration fee is required prior to enrollment and is non-refundable. A \$75 re-registration fee is due every year thereafter. 50% of your first's month's tuition is due at time of enrollment.
- Deposits and registration fees are non-refundable, non-transferable and cannot be used towards a later start date.
- I agree to pay tuition the first of every month prior to that month's service. A late fee of \$15 is established for payments over 5 days late.
- Late payments of 15 days or more may require my child to be temporarily suspended from our program until payment is made.
- Two late payments per year may result in termination of my child from the center or late fees being increased to \$30 without formal notice.
- I understand that there is no deduction or reimbursements in tuition for my child's absences due to illness, quarantine, vacation, or other family matters including disenrollment.
- I understand that there will be no refunds or reductions for emergency closures, early dismissals or delayed openings.
- The center is closed two weeks per year as well as holidays and there are no deductions made for these closings. Schedules are monthly including August and December. If additional days are required at any time, subject to availability there will be a per diem charge.
- I will contact the Director regarding any emergencies that may interrupt my child's enrollment.
- A service charge of \$25 is established for returned insufficient funds checks, payable immediately.
- A service charge of \$15 is established for any checks written incorrectly which result in return from the bank.
- I may change the number of days per week my child attends according to my family's needs and availability of classroom space, which may require that a new tuition agreement is signed.
- Disenrollment from Heritage will require written notice to be sent by the 15th of the month prior to disenrollment. If notice is received after the 15th, the following month's tuition is due in full.

I, the enrolling parent, have read the above tuition agreement, fully understand it and agree to comply with the requirements to assure my child's continuing enrollment.

Primary Parent signature _____ Date _____