

# ELM Enrollment and Financial Policies 2025-2026

## ENROLLMENT, TUITION, FEES

### Annual Tuition and Payments

- 2 Day Elderberry and Laurel-\$3110 (\$300 Deposit, 10 payments of \$281)
- 3 Day Elderberry and Laurel-\$4130 (\$350 Deposit, 10 payments of \$378)
- 5 Day Elderberry and Laurel-\$6960 (\$450 Deposit, 10 payments of \$651)
- 5 Day Sequoia -\$8240 (\$550 Deposit, 10 payments of \$769)
- Siblings receive a 10% discount off the 2<sup>nd</sup> child.

*Tuition remains the same regardless of attendance or vacations-no exceptions.*

### Enrollment Dates

- Enrollment for current families will begin on January 15th.
- Enrollment for new families will begin on February 1st.
- Deposits and enrollment fees are non-refundable unless your requested schedule cannot be accommodated. Please do not enroll unless you are willing to risk losing the enrollment fee and deposit. There will be no exceptions.

### Fees

- Non-Refundable Enrollment Fee: \$145 per child

## FINANCIAL POLICIES

### Tuition Options

- Tuition may be paid in full.
- Tuition may be divided into 10 monthly payments. Monthly Payments are due on the 1<sup>st</sup> of each month with the first payment on August 1<sup>st</sup> and the final payment on May 1<sup>st</sup>.

### Payment Methods

- **Tuition payments are set up on auto payment via ACH.**

### Prorated Tuition for Late Enrollment

- If enrollment occurs after the start of the school year, the annual tuition will be prorated and divided into monthly payments through May. There will be an enrollment fee and a deposit to secure the space.

### Late Payments

- A \$15.00 late fee is charged to your account if payment is received after the fifth day of the month. The only exception is when special arrangements have been made in advance with the Director.

### Default

- Outstanding payments after the 15<sup>th</sup> of the month forfeit enrollment in the program.
- Interest in the amount of 5% per month will be charged on all past due accounts.
- Any account that is sixty days past due will be turned over to a collection agency.
- All fees incurred to collect the balance owing on a student's account are the parent's responsibility.

### Resignation

- Resignations require a written 30-day notice. Tuition will be due for any portion of the 30 days where notice was not given.
- Dropping from 5 days to 2 or 3 days is a form of resignation.
- **After March 1st, the full balance of the annual tuition will be due and payable regardless of resignation. There are no exceptions.**

**You are agreeing to these policies with your enrollment at Early Learning Matters.**