

# ELM Enrollment and Financial Policies 2024-2025

## Tuition, Deposits, and Fees

### Annual Tuition and Payments

- 2 Day Elderberry and Laurel-\$2880 (\$250 Deposit, 10 payments of \$263)
- 3 Day Elderberry and Laurel-\$3830 (\$300 Deposit, 10 payments of \$353)
- 5 Day Elderberry and Laurel-\$6510 (\$350 Deposit, 10 payments of \$616)
- 5 Day Sequoia -\$7700 (\$400 Deposit, 10 payments of \$730)
- 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 will be available for current students and siblings beginning now. Deposits and enrollment fees will be charged January 2<sup>nd</sup> for preschool and pre-K and January 10<sup>th</sup> for Kindergarten.
- Enrollment for new families will begin on January 16, 2023.
- Deposits and enrollment fees are non-refundable unless your requested schedule cannot be accommodated.

### Fees

- Non-Refundable Enrollment Fee: \$135 per child for new families and families enrolling after January 1<sup>st</sup>. Current families who enroll prior to January 1<sup>st</sup> will receive a \$50 credit towards the enrollment fee.

## 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. Initial payments of deposits and enrollment fee can be made via credit card.**

### 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. The 1<sup>st</sup> and 2<sup>nd</sup> payments are due upon enrollment.

### 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.**

### Covid 19 Closure

- 1-5 days, as directed by government officials or CDC: no tuition refund or credit
- 5-30 days, virtual school provided on a limited basis, as appropriate for age group, and no tuition credits or refunds
- Beyond 30 days, virtual school at a reduced rate or tuition freeze option until reopening

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