



| 1501 Queens Rd. | Charlotte, NC 28207 | 704.376.5208 |

Child's Last Name, First Name:

Tuition Policies Agreement

PAYMENT POLICY

It is my understanding that:

1. The registration fee for all enrolled children is **NON-REFUNDABLE**.
2. The **May** tuition prepayment is **NON-REFUNDABLE** at any time and secures my child's placement in the program. The **March, April and May** tuition prepayment is always **NON-REFUNDABLE** for Transitional Kindergarten (Fives).
3. Tuition is due on a **month in advance** payment schedule (i.e., September's tuition is due August 1, October's tuition is due September 1, and so on, for the remainder of the school year).
4. A **late fee of \$25** will be assessed to my account if payment is not received by the end of the school day (**1 pm**) on the **5th of the month**.
5. If tuition is more than two months overdue, financial arrangements must be made with the Preschool Director or the child will be withdrawn from the program.

REFUNDS & WITHDRAWAL POLICY

Tuition payments are non-refundable and non-transferable, except in a situation where the family is relocating out of the city of Charlotte. Exception: March, April and May tuition prepayment is always NON-REFUNDABLE for Transitional Kindergarten (Fives). May tuition prepayment is always NON-REFUNDABLE for all ages. If it becomes necessary to withdraw your child from the program during the school year, families must provide 30 days advanced written notice prior to the next payment due date. Failure to provide 30 days notice of a withdrawal will require payment of the subsequent month's tuition.

We have read and understand the above information and agree to adhere to the policies throughout the school year.

Parents' Names (please print) _____

Parent's Signature/Date