



# St. James Lutheran Preschool

## Financial Agreement

2020-2021



*St. James Lutheran Preschool is a non-for-profit school and its success depends on the prompt monthly tuition payments for payroll, programming, and curriculum expenses. Thank you for your support in our tuition policies as outlined below:*

- ◆ The tuition payment schedule is divided into 10 monthly payments.
- ◆ School is in session from September to June.
- ◆ **The Registration Fee plus September's Tuition Deposit are collected by the Preschool at the time of Registration.**
- ◆ Both the Registration Fee and September's Tuition Deposit are non-refundable.
- ◆ **Tuition is due by the 1st of each month from October – June with a grace period ending on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> of the month falls on a weekend or legal holiday, the grace period will be extended to the next business day.**
- ◆ **If Tuition has not been received by the 5th of each month (October – June), there will be a \$ 20.00 late fee.**
- ◆ **Your account must be settled in full by June 1, 2021.**
- ◆ Tuition may be paid by check, money order, electronic bank transfer, cash or credit card. (third-party processing fees may apply to credit card payments). Cash payments must be *handed personally* to the Director or Business Administrator. The Preschool is not be responsible for any cash payments left in tuition box.
- ◆ Checks are to be made payable to "*St. James Lutheran Preschool*" with the **child's name** written on the memo line.
- ◆ A tuition booklet containing your child's account number and payment envelopes for each month's tuition will be provided to you for payment convenience. Credit card-paying accounts will not be issued tuition booklets, unless requested.
- ◆ Absences for any reason are nondeductible. Enrollments are considered to be for the entire school year and no refunds will be granted for the temporary absence of a child from school.
- ◆ Written notice by the first of the previous month must be given if the child will be withdrawn from the program.
- ◆ Re-enrollment and/or enrollment of siblings will not be considered if account is not settled in full by June 1, 2020
- ◆ There is a fee of \$20.00 for any checks that are returned. Returned checks will not be re-deposited. Tuition payment must be made in cash along with the returned check fee if a check is returned.
- ◆ If at any time during the school year there is a financial problem, please speak to the Director - we are here to help. All conversations will be kept confidential.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date