

TUITION PAYMENT POLICY

Tuition rates are set by the First Presbyterian Church Schools Board of Directors. Tuition is due in advance of services and maybe made in one or two installments. Parents are asked to use our automatic bank drafting system, Tuition Express, for payment. Children will be transitioned into new classrooms on Monday’s only and billing for the month will reflect this change in class enrollment.

An advanced month’s tuition and a registration fee of \$50 are due upon acceptance of a spot at the Child Development Center. This advance months’ tuition will be credited to your child’s first month’s tuition. No refunds will be given if you choose after acceptance not to take the enrollment opportunity.

Statements will be sent to each account each month. Tuition is due by the due date set up with your enrollment. Tuition is due on either the 5th, 20th, or bi-monthly payments on the 5th and 20th of each month.

Financial Assistance is determined by the Schools Board Financial Assistance Sub-Committee. This committee meets once or twice a year to decide awards. To seek financial assistance, please see the Executive Director of FPC Schools to find out about the process for this award. With limited funds certain criteria must be met to qualify for assistance. In addition, there must be available funds to award. All applications are confidential.

The Child Development Center closes at 5:30pm, Monday – Friday. A late fee will be charged to your account if you arrive to pick up your child after 5:30 pm. Repeated late charges may result in your child’s termination from the CDC. The late fee is calculated at \$15 the first 10 minutes, and \$1.00 per minute after the initial 10-minute mark. Please contact a school administrator if you will be late in picking up your child.

I UNDERSTAND THIS PAYMENT POLICY AND WILL ADHERE TO THESE STIPULATIONS WHILE MY CHILD IS ENROLLED AT THE CHILD DEVELOPMENT CENTER.

SIGNED

DATE

Child’s name