

# Chapelwood School for Young Children

## Financial Policy

- **All** registration fees, and the May tuition payment are non-refundable.
- **All** tuition payments will be processed through Smartcare. If you are a new family, you will receive an email from Smartcare with instructions on how to set up your account for payment. You can pay either by credit/debit card (convenience fee) or by bank draft which is free for each transaction.
- Tuition may be paid monthly or yearly.

### RETURNED CHECKS

- Returned checks will be charged back to your tuition account and a \$25.00 returned check fee will be assessed. A cashier's check or money order must be presented for the amount of the tuition plus the \$25.00 returned check fee.

### TUITION

- Tuition is divided into nine payments and collected May-April.
- Monthly tuition statements will be emailed to you via Smartcare.
- Your first tuition payment is due May 1, along with your enrollment paperwork. Thereafter, tuition is due **in full** on the first business day of each month (September-April).
- A late fee of \$20.00 will be posted to your account via Smartcare for payment not received by the 10<sup>th</sup> day of each month.
- If the account is not paid within seven calendar days, your child will not be permitted to attend school until the account is current.
- Should a family be withdrawn for financial reasons more than 10 school days, the child's place will be forfeited and the place will be filled from the waiting list.
- **A tuition fee will not be modified for absences due to short-term illness.**
- **No credit on tuition is given for regularly scheduled school holidays, vacations, absences, bad weather days, or class closures due to illness.**

### SCHEDULE CHANGES

- Changes in your child's schedule must be made in the financial office. The parent will receive a confirmation copy of the schedule change and a tuition statement, should a balance be due as a result of the schedule change. This balance is due within five (5) days of the date on the statement or late fees will apply.
- In the case of a withdrawal, the May tuition will not be refunded.

### LATE PICK-UP

- A parent who does not pick up his/her child by 2:10 p.m. will be assessed an administrative late fee of \$5.00 and charged an additional fee of \$1.00 per minute.

*We have read, understand and agree to abide by the financial policy of Chapelwood School for Young Children.*

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

\_\_\_\_\_  
Parent/Guardian (Please Print)

/ \_\_\_\_\_  
Initial

\_\_\_\_\_  
Date