



Willamette Kids PRESCHOOL

MYWILLAMETTE.COM/PRESCHOOL



TUITION CONTRACT for 2019-2020 School Year

Required Fees: All fees are per student.

❖ New Student application fee (<i>non-refundable</i>)	\$100.00
❖ Annual Registration fee (<i>non-refundable</i>)	\$200.00
❖ Snack Fee	\$ 75.00

Annual Tuition: Tuition does not cover lunches or after hours' care, please see additional information for details & costs.

5 day per week program: Monday through Friday 8:20 am – 11:35 am	\$3,422.00
8:20 am – 3:15 pm (Fri release at 2:30)	\$4,748.00
4 day per week program: Monday through Thursday only (no day exchanges allowed) 8:20 am – 11:35 am	\$3,080.00
8:20 am – 3:15 pm (Fri release at 2:30)	\$4,274.00

General Tuition information:

Tuition is based on the annual school calendar. WKP offers monthly payment plans. Please note, debit or credit card payments will incur a 2.85% fee from WKP.

Statements are mailed or e-mailed to parents before the 1st of the month. Payments are **due by the 10th** of each month, a **late fee of \$65** will be assessed if the monthly payment is not received by then. If payment isn't received by the 25th of the month, a notice will be sent. The student(s) *will not* be allowed to return to school after the 1st day of the next month until the account is paid in full, unless arrangements are made.

Billing Options:

- 10 Monthly payments: August 2019 through May 2020
- Payment in full: If paid on or before June 1, 2019, a 2% discount will be applied. Discounts are offered for payments made with cash or check only.

Please list each student enrolling in the Preschool program:

Student Name _____ Tuition/Schedule selected: _____

Student Name _____ Tuition/Schedule selected: _____



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TUITION CONTRACT Continued

Withdrawal Information and Refund Policy:

- Once the enrollment process is complete (forms and fees submitted, evaluation and interview complete) a written notice is required 30 days in advance of intention to withdraw a child from school. If 30 days' notice is not given, the responsible party will be charged for all school days within thirty days following the date of the child's withdrawal regardless of attendance on those days.
- All fees are non-refundable. Tuition is pro-rated on a daily basis in accordance to the signed tuition contract.
- There will be no tuition deductions or allowances made for those days on which the school is closed due to holidays, vacations, teacher work days, or closure due to weather conditions. No deduction or allowances will be made for absences from school except in the case of severe illness or hospitalization, subject to Preschool Director approval.

Parent Pledge:

I have carefully read the rules for enrollment and withdrawal and agree to comply with all terms and regulations expressed in the Willamette Kids Preschool Parent & Student Handbook. I also agree to be bound by the school to pay all tuition and fees required in accordance with the financial policies of the school. Accounts which become delinquent after several attempts at communication are subject to collections.

I understand that each monthly installment is due in full on the 10th day of each month and any remaining balance is subject to a \$65 late fee. WKP policy states that accounts which have become 30 days past due shall result in the student(s)' dismissal. I understand that I will be assessed a fee of \$35.00 for any personal checks issued by me which are returned from the bank for insufficient funds. I also understand that if any two (2) of my personal checks are returned due to insufficient funds I will be required to make all future payments with cash, cashier's check or certified funds.

NOTE: Both parents/guardians must sign this agreement if both are listed as "financially responsible" on the registration form. If someone other than a parent/guardian is paying the tuition, their signature and information is required. Please provide the individual's address and contact information to the Preschool Director.

_____	_____	_____	_____	_____
Parent/Guardian Signature	Print Name Legibly	Social Security No. (required, kept confidential)	Driver's License No. (required)	Date
_____	_____	_____	_____	_____
Parent/Guardian Signature	Print Name Legibly	Social Security No. (required, kept confidential)	Driver's License No. (required)	Date

Tuition Payment Calculation – to be filled out with the Preschool Director or Business Administrator.

Total annual tuition (from front page) \$ _____

Payment in full (cash or check only) by 06/01/2019, 2% discount amount \$ _____

Additional discount (Business Administrator approval for staff & minister) \$ _____

Final annual tuition calculation: \$ _____

Monthly payment amount 10-month plan: \$ _____ Parent(s) initials: _____

Office Use Only: Entered into tracking program? Yes No Entered into Financial Software? Yes No