

**WORD OF LIFE LUTHERAN PRESCHOOL
TUITION AGREEMENT
2016-2017 SCHOOL YEAR**

To register your child, please sign and return the bottom portion of this agreement along with the registration fee. Subsequent tuition fees and deadlines are listed below. Contact us at any time if you have any questions regarding your tuition schedule.

REGISTRATION:

- An \$85.00 non-refundable registration fee is required for enrollment.
- The first tuition payment for September 2016 is due by Aug. 1st, 2016.

TUITION:

- Tuition can be paid by check, cash or through electronic withdraw. We do not accept credit cards at this time.
- Operating expenses require that parents maintain tuition payments. Tuition is based on the number of days in the school year, not the number of days per month.
- Tuition may be paid on an annual or monthly basis.
- No refunds or tuition allowances will be made for vacation days, sick days, or school holidays—including emergency closings.
- One month written notice is required if your child will be leaving the program for any reason. You will be responsible for the entire month's tuition whether your child is in attendance or not. There are no tuition reimbursements but amounts can be pro-rated if a 30 day notice is obtained.
- Extended leave of absence from the program requires payment of monthly tuition. Re-registration fee will be required to re-enter the program.

PAYMENTS

- The annual tuition is divided into 9 monthly payments with the first payment due August 1st 2016.
- The next payment is due September 1st, continuing the first of each month after that.
- Each month will be paid by the 1st of the previous month.
- If you enroll after September you will owe a pro-rated amount for the month you enroll along with the full amount for the following month.
- There is a 3 day grace period for tuition to account for illness and weekends. If you need an extension contact the Director.
- A 5% discount is offered to those who pay full tuition on or before August 1st.
- \$10.00 late fee charge is applied for any payments received after the 3rd of the month. Failure to pay the tuition by the 3rd of the month may result in removing the child from the program.
- Any check returned NSF is subject to a \$30.00 fee.
- Families with multiple children enrolled in the preschool will receive a 10% sibling discount on tuition on all additional children (Discount taken on lesser tuition).
- Families who are members of WOL Church receive a 10% tuition discount per child.
- Please make all checks payable to **Word of Life Preschool**. Please put your child's name in the memo column.
- Cash payments should be placed in an envelope, labeled with child's name and class, and handed directly to a teacher or to the Director.
- We reserve the right to cancel any class or have one teacher where minimum class requirements are not met.
- Should payment problems arise, please contact the Director immediately to discuss tuition options.

MONTHLY TUITION

2 DAYS
\$185

3 DAYS
\$235

4 DAYS
\$ 280

5 DAYS
\$ 320

Enrichment

\$65 students/\$85 non-students
