

# FINANCIAL AGREEMENT

1. **Registration fees** are due at time of registration at St. Paul Lutheran Early Learning Center and are required to complete the registration process. Registration fee is an annual fee due August 1.

**The Registration fee is NON-REFUNDABLE.** If you withdraw your child, there is a prorated registration fee.

2. All Tuition and Fees must be paid in advance of service.

3. Fees are to be remitted on a monthly, quarterly, semi-annual, or yearly (August - July) basis.

a.) Payment for the full school year (12 months) by August 1

b.) Pay one-half year (6 months) by August 1<sup>st</sup> and the remaining one-half (6 months) by January 5<sup>th</sup>

c.) FACTS management is our billing company. We offer an ACH option through FACTS Management Company. If the family chooses this method, they will need to sign an annual agreement plan with FACTS. (When possible notify the ELC office prior to the 15<sup>th</sup> of the month of withdrawal.)

4. There are no refunds for missed days or partial days. St. Paul provides a service to parents called "Vacation Time Credit" of one week per six months or two weeks per year. The ELC Director should be notified if the credit will be used at least one month in advance for billing adjustments. Without prior notice, the credit for this service will appear on the following billable month.

5. A \$30.00 late charge will be assessed on current month charges if payment is not received by the fifteenth of the month. Also, there is a penalty fee of \$30.00 for all returned payment.

6. After twelve o'clock (for those on the ½ day plan) and six o'clock there will be a \$1.00 charge for first 15 mins. After the 15 mins. \$5.00 per minute.

7. If tuition has not been paid for two months, the child will not be allowed to return to his/her class after the 20<sup>th</sup> of the second month missed unless full payment is made and/or a payment plan has been arranged for and initiated.

8. If an account is 3 months behind in payments, it will be turned over to a collection agency. The Business Manager has full discretion in this matter.

I have carefully read and understand the above information and will abide by it.

Parent or Legal Guardian \_\_\_\_\_ Witnessed by (Director/Asst.) \_\_\_\_\_

\_\_\_\_\_  
Date

Revised 10/2020