

CLEARLY KIDS CHRISTIAN ACADEMY

Tuition Policy

2017-2018

Tuition* is divided into 10 monthly installments. **The first payment is due on or before August 1, 2017**, and each subsequent month on the 1st. The 10th and final payment will be due on May 1, 2018. Payments are considered late after the 10th of the month and are subject to a \$15 late fee. Full tuition is due for months with holidays or inclement weather, and no credit is given for absences. **All fees are non-refundable.**

In the event it becomes necessary to institute collection efforts, the undersigned agrees to pay attorney fees, court cost, interest and all other reasonable cost of collection. There will be a \$25.00 handling fee on all returned checks.

Withdrawal Procedure

A written notice must be submitted to the director two weeks prior to your child's early withdrawal from the program for any reason. You will be responsible for paying tuition for the two-week period, your child is allowed to attend during this time period. If written notice is not given your account will be charged one full month's tuition. **Enrollment, Class and Book fees will not be refunded.**

If a child is withdrawn from the program following the above guidelines and later wishes to re-enroll (if enrollment allows) within a three (3) month period, the registration fee is waived. After a three-month period, the full registration amount will be required. If a child is absent from the program for more than two weeks without notice or payment, we will assume the child is withdrawn. We will proceed to register another child to fill the class vacancy.

Clearly Kids reserves the right to suspend or permanently expel a child from enrollment at any time for non-payment of tuition and fees or for extended absences without appropriate notice.

**See the Handbook for a copy of this tuition and withdrawal policy, and specific tuition fees.*

I have read the above tuition agreement for the 2017-2018 school year and understand my responsibility to abide by this policy.

Person responsible for payment: _____

Father's Name: _____ SS# _____ DL# _____

Mother's Name: _____ SS# _____ DL# _____

(Child's Name)

(Date)

(Print Parent or Legal Guardian)

(Sign Parent or Legal Guardian)