

Epworth Preschool Tuition Agreement

Epworth Preschool calculates tuition as a yearly amount based on the total number of days in the school year and divides that into 9 equal monthly payments for convenience. Therefore, the amount due is the same regardless of the length of the month. May tuition is paid as a deposit during registration.

Families will receive an invoice for tuition through Procure on the 1st of each month, September through April, and payment is due on the 7th. A late fee of \$30 will be assessed for any tuition payments not received by the 7th of the month. Families may pay tuition by:

1. Checking account/ACH or credit card through Procure
2. Online bill pay through your bank
3. Personal check or cash delivered in person to the Preschool Office

****Please do not send any payments with your child or clipped to your child's bag. In addition, please do not hand tuition payments to a staff member during car line.****

If a family is encountering financial difficulties, the Preschool Director and Financial Director can work out a payment plan if given sufficient notice. If tuition payments are significantly in arrears, Epworth Preschool reserves the right to un-enroll a student.

Withdrawal Policy: A family wishing to withdraw their child from preschool must notify the Preschool Director 30 days prior to the date of withdrawal. If a family withdraws their child after the first of the month, full tuition is due for the current month and the following month. For example, if a child is withdrawn on October 10th, full tuition is due for both October and November. This policy applies to August withdrawals prior to the start of the school year. If a family notifies the Director after August 1st that they intend to withdraw their child, full tuition is due for the month of September.

Child(ren)'s Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Please select the payment method you will use for monthly tuition:

Checking account/ACH through Procure

Credit Card through Procure (a 3% fee will be added to monthly invoice)

Online bill pay through your bank

Personal check or cash delivered to the Preschool Office

By signing above, I agree to abide by Epworth Preschool's tuition policies as stated in this agreement.