



Paradise Valley United Methodist Church Preschool Financial Policies

Child(ren)'s name(s): _____ Classroom(s): _____

As a non-profit, self-funded school, Paradise Valley United Methodist Church Preschool ("PVUMC Preschool") receives income solely from tuition, fees and fundraising. Our budget requirements necessitate timely and complete payment of each family's tuition and fees. Please read and complete this Financial Policies form and return it to PVUMC Preschool's office. A description of our school's fees and financial policies follows:

Registration Fee: The registration fee for the school year is \$200 per child and is non-refundable and non-transferable. The registration fee is due with each application. The registration period begins in February.

Tuition Deposit: The tuition deposit consists of full tuition payment for the months of August (partial month) and May of the following school year. The tuition deposit is non-refundable and non-transferable. Your child's placement in PVUMC Preschool is secured once both the registration fee and the tuition deposit are received.

Tuition Payments: A tuition payment schedule is attached to this Financial Policies form. Please review the tuition payments for your child(ren). Tuition may be paid annually, by the semester or monthly. Annual tuition is due on September 10. Semester tuition is due on September 10 and again on January 10. Monthly tuition payments are due by the 10th day of each month from September through April. If the 10th day of the month falls on a weekend or holiday, the payment will be due on the next business day following the 10th day of the month. Tuition is not prorated for shorter months and there are no refunds for temporary absences due to illness, vacation, accidents, etc. **Payments are due by the 10th to avoid a late fee.**

Lunch/Play Bunch, Mom's Morning Out, Early Morning Drop Off and Other Fee Payments: Each family will receive a monthly statement showing the past month's accumulated charges for these preschool programs. Payment of all fees are due by the 10th day of the following month. (September's fees are due by October 10, for example.) If the 10th day of the month falls on a weekend or holiday, the payment will be due on the next business day following the 10th day of the month. Any fees for Lunch/Play Bunch, Mom's Morning Out and Early Morning Drop Off incurred during the month of May, however, are due by June 1. **Payments are due by the 10th to avoid a late fee.**

Credit Card/ Debit Card Convenience Fee: PVUMC Preschool accepts Visa, MasterCard, Discover and American Express cards for payment of tuition and other fees. Parents may elect to have these payments made automatically, or they may pay them manually through the online payment program, Tuition Express. In order to offset credit card and debit card processing fees, PVUMC Preschool will charge a one-time per school year per child convenience fee of \$200 for each credit card or debit card user. This \$200 convenience fee will appear on the September billing statement.

Late Fees: A \$25 late fee will be charged if tuition, Lunch/Play Bunch, or other fees owed are not paid by the 10th day of the month. If the 10th day of the month falls on a weekend or holiday, the \$25 late fee will be charged if tuition or other fees owed are not paid by the next business day following the 10th day of the month. There is a ONE TIME ONLY monthly grace granted per family per year regarding late fees for the preschool year.

Payment Delinquency: If a family is unable to meet its payment obligations, it is the responsibility of the family to contact the PVUMC Preschool Director to work out an acceptable payment arrangement. If, after two months, tuition and/ or other fees, including any late fees, are still owed and a satisfactory arrangement cannot be mutually reached, the PVUMC Preschool Director may require that the child(ren) withdraw from PVUMC Preschool until the payments are made.

Scholarships: Partial scholarships are available for families who need assistance. If interested, please obtain a scholarship application from the Preschool Office and speak to the Preschool Director.

Tuition Discounts: Each additional child in a family receives a \$15 per month tuition discount.

To complete the child(ren)'s enrollment at PVUMC Preschool, all parents and/or guardians must sign below.

I, _____, have read and agree to comply with PVUMC Preschool's Financial Policies.

Parent/Guardian signature

Date

I, _____, have read and agree to comply with PVUMC Preschool's Financial Policies.

Parent/Guardian signature

Date