



# Willamette Kids PRESCHOOL

MYWILLAMETTE.COM/PRESCHOOL



## TUITION CONTRACT for 2021-2022 School Year

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please list each student enrolling in the Preschool program:**

Student Name \_\_\_\_\_ Tuition/Schedule selected: \_\_\_\_\_

Student Name \_\_\_\_\_ Tuition/Schedule selected: \_\_\_\_\_

**Required Fees: All fees are per student.**

❖ New to WKP Student application fee ( <i>non-refundable</i> )	\$100.00
❖ Annual Registration fee ( <i>non-refundable</i> )	\$250.00
❖ Snack Fee	\$100.00

**Annual Tuition: Tuition does not cover lunches or after hours' care, please see additional information for details & costs.**

5 day per week program: Monday through Friday	Annual	Per Month	Initial
8:15 am – 11:30 am <b>Not available at this time</b>	\$4,510	\$451	_____
8:15 am – 3:20 pm (Fri release at 2:30)	\$7,700	\$770	_____
4 day per week program: Monday through Thursday only ( <i>no day exchanges allowed</i> )			
8:15 am – 11:30 am <b>Not available at this time</b>	\$4,070	\$407	_____
8:15 am – 3:20 pm (Fri release at 2:30)	\$6,600	\$660	_____

### General Tuition information:

Tuition is based on the annual school calendar. WKP offers monthly payment plans. Please note, debit or credit card payments will incur a 2.85% fee from WKP.

Statements are mailed or e-mailed to parents before the 1<sup>st</sup> of the month. Payments are **due by the 10<sup>th</sup>** of each month, a **late fee of \$35** will be assessed if the monthly payment is not received by then. If payment isn't received by the 15<sup>th</sup> of the month, a notice will be sent. The student(s) *will not* be allowed to return to school after the 1<sup>st</sup> day of the next month until the account is paid in full, unless arrangements are made.

### Billing Options:

- 10 Monthly payments: August 2021 through May 2022
- Payment in full: If paid on or before June 1, 2021, a 2% discount will be applied. Discounts are offered for payments made with cash or check only.



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## TUITION CONTRACT Continued

### Withdrawal Information and Refund Policy:

- Once the enrollment process is complete (forms and fees submitted, evaluation and interview complete) a written notice is required 30 days in advance of intention to withdraw a child from school. If 30 days' notice is not given, the responsible party will be charged for all school days within thirty days following the date of the child's withdrawal regardless of attendance on those days.
- All fees are non-refundable. Tuition is pro-rated on a daily basis in accordance to the signed tuition contract.
- There will be no tuition deductions or allowances made for those days on which the school is closed due to holidays, vacations, teacher work days, or closure due to weather conditions. No deduction or allowances will be made for absences from school except in the case of severe illness or hospitalization, subject to Preschool Director approval.

### Parent Pledge:

I have carefully read the rules for enrollment and withdrawal and agree to comply with all terms and regulations expressed in the Willamette Kids Preschool Parent & Student Handbook. I also agree to be bound by the school to pay all tuition and fees required in accordance with the financial policies of the school. Accounts which become delinquent after several attempts at communication are subject to collections.

I understand that each monthly installment is due in full on the 10<sup>th</sup> day of each month and any remaining balance is subject to a \$35 late fee. WKP policy states that accounts which have become 30 days past due shall result in the student(s)' dismissal. I understand that I will be assessed a fee of \$35.00 for any personal checks issued by me which are returned from the bank for insufficient funds. I also understand that if any two (2) of my personal checks are returned due to insufficient funds I will be required to make all future payments with cash, cashier's check or certified funds.

**NOTE: Both parents/guardians must sign this agreement if both are listed as "financially responsible" on the registration form. If someone other than a parent/guardian is paying the tuition, their signature and information is required. Please provide the individual's address and contact information to the Preschool Director.**

_____	_____	_____	_____	_____
Parent/Guardian Signature	Print Name Legibly	Social Security No. (required, kept confidential)	Driver's License No. (required)	Date
_____	_____	_____	_____	_____
Parent/Guardian Signature	Print Name Legibly	Social Security No. (required, kept confidential)	Driver's License No. (required)	Date

### Tuition Payment Calculation – to be filled out with the Preschool Director.

Total annual tuition (from front page) \$ \_\_\_\_\_

Payment in full (cash or check only) by 06/01/2021, 2% discount amount \$ \_\_\_\_\_

Additional discount (Business Administrator approval for staff & minister) \$ \_\_\_\_\_

**Final annual tuition calculation:** \$ \_\_\_\_\_

Monthly payment amount 10-month plan: \$ \_\_\_\_\_

**Office Use Only:** Entered into tracking program? Yes No Entered into Financial Software? Yes No