

Sample Tuition Contract

Thank you for choosing to enroll at (name of program).

This Contract is for _____ (ex: one year) and you will receive a renewal contract on _____ (date).

Child care tuition is based on _____ (yearly tuition/ monthly payment/ weekly, etc.).

- The following items are due back by: _____ (date) (materials fee, activity fee or deposit?) of \$ _____
 - Enrollment fee of \$ _____ (non-refundable one time fee)
 - Signed tuition contract and parent handbook.
- Tuition (for the month, for the week, etc.) is due in advance on (ex: the first of the month).
- Late fees shall apply to payments received after (the due date) (see Parent Handbook for more information).
- A \$25 fee will be charged for all returned checks.
- We accept the following forms of payment: _____.
- A 5% tuition discount is offered to families enrolling siblings.
- Tuition is not subject to adjustment due to illness, absences, days the school is closed, or withdrawal from the program. Our program does not offer make-up days or substitution days for missed days due to illness, absences, days the school is closed.
- We anticipate once a family has enrolled, their schedule will not be reduced for the term of the contract, for any reason. Families are always welcome to add hours to schedules as the need arises, for an additional cost.
- Tuition rates are increased on an annual basis in order to match nationwide rates of inflation and provide for employee pay increases (usually 3-4% annually). This rate increase is announced every _____ (ex: March) and will take effect _____ (ex: at the beginning of the school year in September).
- In the event a family withdraws from the school for any reason, a meeting must be set with the school Director along with written notice, submitted to the Director 30 days prior to the withdraw date. Early

withdraw of a child from the program will result in an automatic forfeit of any materials fee refund or tuition refund for that month. Families will be responsible for 1 month of tuition after the date of written withdraw.

Parent's name: _____

Child's name: _____

Program/Schedule my child will attend: _____

Please circle which days of the week you are requesting:

First preference of days: M T W TH F

Second preference of days: M T W TH F

Applications are accepted on a 60 day trial basis. During this period, if it is determined that a family is incompatible with our policies, procedures, or philosophical approach to children's development, the Director reserves the right to terminate the contract. In such a case, the prorated monthly tuition including all administrative fees and materials fees will be withheld. Any balance will be refunded to the family within 30 business days. (name of school) offers a limited number of slots for certain programs.

I, (print) _____, understand and agree to the terms listed as conditions for my child's enrollment at (name of program) _____.

Signature: _____ Date: _____

Signature: _____ Date: _____

(Name of School) believes in supporting a community of diversity. Children and families of all races, religions, and nationalities as well as gender and sexual orientation are welcome at our school.