

Hayshire UCC Financial Policy

Tuition for 5 day/wk Pre-K Class (M-F) is \$210.00/month

Tuition for 3 day/wk Pre-K class (M/W/F or M/T/TH) is \$140.00/month

Tuition for 2 day/wk 3 Year Old Class (T/TH) is \$100.00/month

These amounts are subject to change at the direction of Hayshire UCC Council.

Tuition is due by the 15th of the preceding month.

A bill will be sent home the first week of the month. There will be an automatic \$5.00 late fee added to tuition received after the 15th. For example, if the 15th falls on a weekend or a day your child is not in class, tuition is due the class before the 15th. You will receive a late notice from the director which indicated tuition and late fee due within 5 days. Non-payment of tuition may result in your child being asked to be removed from the preschool. Tuition must be paid before the month begins in order for the student to start a new month.

Payment of tuition may be made by check, money order or cash. **If payments are cash, exact payment is requested.**

Payment may be mailed, delivered to your child's teacher or dropped off and placed in our locked mailbox, located along the right side of the church building by the double glass doors. **(Please keep all receipts as this is your only copy of payments made for tax purposes.)**

There will be a \$30.00 handling fee assessed for all checks returned to the church from the bank. **Once a tuition payment has been returned from the bank, all future payments will be required to be cash only.**

If you are moving or withdrawing your child from the preschool, a two week notice is required in order to receive any tuition refund.

We understand that in time of financial hardship adherence to the above policy guidelines may prove to be difficult. Alternate arrangements may be discussed with the preschool director before tuition is due. All alternate arrangements are upon the approval of Hayshire UCC council.

I/We have read the above financial policy and agree to the guidelines.

Parent/Guardian signature

Date

Student

(Please sign and return with your registration form)

Class