

# Little Scholars Payment Agreement 2017



## Individual Tuition Policies

Name(s) of Child(ren): \_\_\_\_\_

will be attending Little Scholars Preparatory School      Downtown \_\_\_\_\_      North Campus \_\_\_\_\_

\_\_\_\_\_ Full-time (Monday through Friday) at a tuition price of \$ \_\_\_\_\_ per week.

\_\_\_\_\_ Part-time (specify) \_\_\_\_\_ at a tuition price of \$ \_\_\_\_\_ per week.

## Tuition is to be paid using the following schedule:

\_\_\_\_\_ **Bi-weekly** in the amount of \$ \_\_\_\_\_ (Weekly tuition multiplied by 2.)

\_\_\_\_\_ **Monthly** in the amount of \$ \_\_\_\_\_ (Weekly tuition multiplied by 52; divided by 12.)

## General Tuition Policies

**Tuition pays for your child's spot; therefore, tuition payments remain the same throughout the year, regardless of attendance. There is no credit or refund for sick days, holidays, vacation, or unforeseen closures.**

For part-time students, switching days must be requested with as much notice as possible and are not allowed on weeks with holidays. Switching days can only be granted if there is open availability on the day(s) desired.

**A 2-week notice in the form of an email is required should you choose to withdraw your child from the program. Tuition is due for these 2 weeks, regardless of attendance.**

## Holiday Closures for 2017

Martin Luther King Jr. Day (Jan. 16th)	Independence Day (July 4th)
President's Day (Feb. 20th)	Labor Day (Sept. 4th)
Good Friday (April 14th)	Thanksgiving Break (Nov. 23rd & 24th)
Memorial Day (May 29th)	Holiday Break (Dec. 22nd - Jan. 1st, 2018)

## Unforeseen Closures

We make every attempt to stay open even in severe weather. However in the rare case of *extremely* severe weather, we will close if any of the following instances occur: State of Michigan offices close due to weather, City of Lansing offices close due to weather and/or City of Lansing declares a snow emergency. If we close, you will be notified as soon as possible by phone, text, or email. This policy is for the safety of our students, families and staff.

## Tuition Payment Policies

Tuition payments must be submitted online via bank transfer using the Quickbooks/Intuit secure website, unless an alternative payment arrangement has been made with the Director. You will be emailed an invoice 3 business days before tuition is due. A link to your pay your invoice will be in the email. Payment is due on the morning of the first day in the billing cycle. For those paying on a bi-weekly schedule, payments are due every-other Monday morning by 11am. For those paying on a monthly schedule, payments are due on the first of the month by 11am. Please note that if you post-date the payment for after the due date, you will be assessed the applicable late fees.

## Late Tuition / NSF / Late Pick-up Policies

A late fee of \$15 per day will be assessed if payment is not made on time. This **does** include Saturday and Sunday. If payment is not received by 7 days past the due date, your child(ren) will not be able to attend until the account, including all fees, is brought current.

If a payment is returned for any reason, your account will be assessed a fee of \$35. The full tuition payment, including fee, must be paid immediately by money order or cashier's check.

A \$25 fee will be assessed if your child is picked up anywhere from one to ten minutes past closing time. Your account will continue to be assessed \$25 per increments of 10 minutes until your child is picked up.

I agree to comply with this payment agreement and understand that failure to do so can result in my child's removal from the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date