

## **DHS Client Tuition Agreement**

This is a contract between *The Children's Depot of Owasso, Oklahoma* and the undersigned individual regarding the tuition payment policies of this Center. I have chosen the following payment schedule:

### **DHS Clients: Must pay co-payment in advance.**

**Weekly Payments** – Tuition is due at the beginning of each week on Monday morning and is considered late by Wednesday. Payments received after Tuesday will be charged an extra \$10.00 late charge.

**Semi-Monthly Payments** – Due on the 1<sup>st</sup> and the 15<sup>th</sup> of the month. Payment is considered late after 3 days from these dates and will be charged a \$10.00 late charge.

**Monthly Payment** – Is due on the 1<sup>st</sup>, payment made after three days will be assessed a \$10.00 late charge.

You are allocated **NO** sick days except those allowed for by DHS.

Your child's position is subject to space available. Any private pay clients take priority over a DHS client, whether your child is enrolled or not. In the event that the DHS client's position is required, you will be given one week notice to make other arrangements.

Any unpaid co-payment will be reported immediately to DHS and your benefits from DHS will be at risk.

I am aware of the Center's "**NO PAY, NO STAY**" policy. If my account at any time becomes delinquent by two weeks, a termination notice will be issued and my child will not be allowed to return to School until the balance has been paid in full. Timely tuition payments guarantee my child's place of enrollment. I will abide by this termination agreement unless I have made prior arrangements concerning my delinquent balance with the Administrator in writing. Leaving the school with a delinquent account grants authorization for a credit card debit.

I understand the policy regarding **payment on time**.

I understand that three times a year on January 1<sup>st</sup>, June 1<sup>st</sup> and August 15<sup>th</sup> Curriculum Fees are due to help offset the costs of the curriculum my child uses at the Center. The fee is charged when you enroll and counted toward the month it is closest to.

**A TWO WEEK WITHDRAW NOTICE IS REQUIRED WHEN LEAVING SCHOOL!**

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Enrolling Parent's Signature & DL#

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Date