

## 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:

### Weekly

### Semi-Monthly

### Monthly

**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 \$5.00 late charge.

**Semi-Monthly Payments** – Due on the 1<sup>st</sup> and the 15<sup>th</sup> or the closest week day to these dates. Payment is considered late after 3 days from these dates and will be charged a \$5.00 fee.

**Monthly Payment** – Is due on the 1<sup>st</sup> of each month or the very first weekday of the month, whichever applies. A \$5.00 late charge will be assessed if payment is received after 3 days.

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.

I understand the policy regarding **VACATION/SICK TIME ALLOWANCE** which states in the Policy Guide:

**Part-Time Students** do not have any Vacation/Sick Time Allowance and is required to pay the agreed tuition while enrolled at the Center whether the child is at the Center or not.

**Full-Time Students** have three (3) weeks of Vacation/Sick Time at half the regular weekly tuition. **The child must be absent from the Center for three (3) consecutive days. (Holidays do not count as one of the days.)** This Sick/Vacation Time is given each year beginning in January-December. Once these 3 weeks have been used, full tuition will be due each week whether my child is in attendance or not. The tuition payment is a guarantee of my child's place of enrollment at the Center.

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.

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

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Enrolling Parent's Signature & DL#

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Date