

# Grace Church Preschool Tuition Payment Form

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## **Monthly Tuition**

3 day 3-5 year old A.M class	\$165.00
4 day 3-5 year old A.M. class	\$195.00

\*The monthly tuition amount remains the same regardless of the number of days your child will be attending class during any given month. (i.e. vacation, non-school days, sick days)

## **Fees**

Registration fee	\$75.00
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*The one time registration fee is collected upon registration and is non-refundable.*

## **Payment Schedule**

### ***First Month's Tuition***

First month's tuition is due on September 1st. If payment is not paid by the start of school then your child will be placed on the waiting list until payment is received.

### ***Monthly Tuition***

Payment is due on the 1<sup>st</sup> of every month and you will pay 9 months total. Tuition may be paid during school hours on the 1<sup>st</sup> of each month or be mailed to the church postmarked no later than the 1<sup>st</sup> of each month. If tuition payments are not received by the 10<sup>th</sup> a late fee of \$10.00 will be assessed. After the 15<sup>th</sup> of that month the student will be removed from class until such fees are paid. Any questions regarding your account or tuition payment can be directed to the school registrar by phone at 253-839-5011 or e-mail at [preschool@gcfw.org](mailto:preschool@gcfw.org). If unforeseen financial circumstances occur which are going to prevent timely payment of tuition, please contact the preschool director before tuition is due.

## **Late Pickup/NSF Fee's**

Students must be picked up no later than 15 minutes after class has ended. If a student is picked up late more than twice in a given month an "after-care" fee of \$10 will be assessed for each subsequent occurrence that month. There will be a \$10 fee for each NSF (check is received that has insufficient funds) and after two of them tuition payments will need to be made in cash or money order. If any fees are assessed for that month, the registrar will notify you and payment must be received within 15 days.

## **Withdrawals**

If a student withdraws from the program during the school year, please give us at least a 2 week notice when possible.

I have read the tuition policy form and agree to abide by its terms

Parent/Guardian Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_