

THE GROWING PLACE TUITION POLICY

The Growing Place program is supported only by the registration, resource fees, and tuition of its students.

The Growing Place uses Tuition Express to collect payments throughout the year. All parents are required to use this method for all payments including monthly tuition, before and aftercare, resource fees and future registration. Tuition Express requires a checking account information form from your bank. You will be required to turn in this form at open house.

- After the form is processed by our financial coordinator, you will receive a link through email to create a user/password from Tuition Express. This allows you to see all payment processed on your account. This is your statement for tax purposes and receipt of payment.
- Tuition will be drafted **ON THE 5TH OF EACH MONTH** beginning in September and ending in May.
- If a payment is denied from your bank, you will be contacted by our financial coordinator to resolve the denied payment. A charge of \$20 will be added to the account and will not be waived.
- **In the event that we have not received your monthly payment by the end of the current month, you may not bring your child back until payment has been received.**
- The amount due is constant regardless of the number of days in the month or holidays taken. Your monthly fee is based on the number of days that The Growing Place is in session. You will not be refunded when we need to close for bad weather. It is not possible to offer discounted months for family vacations, illnesses, or school holidays.
- **You will not be refunded for natural disaster, bad weather or unforeseen situations that would cause our preschool to close for a few weeks. In the event we are forced to close beyond a few weeks, we will try to make up this time. If we are unable to make up the time, you will not be charged.**
- If you encounter a loss of job or have financial concerns, **it is your responsibility to inform the Director immediately to work out a written and signed payment plan that is accepted by the Director. Failure to comply with the agreement will result in the dismissal of the student from the program.**

I, the undersigned parent or guardian of _____
(child's full name), do hereby state that I have received, understand and agree upon The Growing Place's Tuition Policy.

Parent or Guardian Signature

Date