



Granny's Little Genius Preparatory Preschool

"Where Bright Minds Develop"

TUITION POLICY

Persons responsible for payments should read all the provisions of the contract, complete the required information, sign and return the packet to the school office accompanied by a registration fee of \$55 and the first week for weekly pay or the first two week's tuition if paying bi-weekly. Parents paying weekly or bi-weekly are equally responsible to the advance 30-day withdrawal notice in writing and is responsible for the tuition for that period.

Parents/persons on subsidy are responsible for the difference between DES and the full tuition and are to pay the difference monthly as the subsidy pays monthly on the 1st of each month. Difference tuition payments are due on the 1st of each month after the initial 60-days after the 1st day of enrollment. All tuition is to be paid in advance of services rendered. **Our policy requires auto-debit of tuition and/or co-pay for both private pay and subsidy co-pays. An ACH authorization or debit card must be on file for autopay, which will be kept on file through the life of enrollment and will be billed based on scheduled tuition due date.**

A student is accepted for enrollment or re-enrollment when the enrollment packet has been signed and delivered to the school. A completed contract is to be returned no less than 1-2 days prior to the start date. No amendment to this contract nor alteration or additions to the printed items hereof will be effective without the express prior written approval of the Granny's Little Genius Executive Director.

In consideration of the acceptance of this contract by the school, the undersigned agree(s) to pay the total tuition due at a weekly, bi-weekly or monthly occurrence in advance of the start date and week due. All tuition is to be paid via cashier check, money order, or via online invoicing. Or when available onsite at the pay station located in the lobby.

Tuition is to be paid at drop off or by 12:00 noon on the date it is due to allow close out. This allows the school accounting process to close each week by close of business. Please see the Parent Handbook regarding late fees. Checks are accepted but after one bounced check you will no longer be able to submit personal checks. Money orders and Cashier Checks are allowed. No cash please! You may also pay via the square invoice.

Parents are to convert from paying weekly to monthly after 60-days of enrollment. Any additional days that exceed 4 weeks totaling 20 days in a month are to be added to the monthly tuition at the daily rate so there are no unpaid days in any given month. You may request amortization or pro-ration of the annual tuition into 12 monthly payments to cover the additional days so there is a flat monthly rate to achieve a set monthly rate.

Enrollment or re-enrollment into GLG is conditioned upon the following items:

1. A non-refundable registration fee of \$55 must accompany this contract. The registration fee is not a part of the tuition. Tuition payments must be received by the school on or before each due date by 12:00 noon and upon written request not to exceed due date pickup time of the enrolled student. Late fees apply on the following day after the due date.
2. **Notice of withdrawals must be in writing and received by the Director on the GLG 30-day Notice form. Please request a copy of the withdrawal notice from the director. The undersigned agree(s) and**



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understand(s) that the failure to provide notice of the withdrawal of the student 30 days prior constitutes a binding obligation on the part of the undersigned to pay the full month of tuition. The School is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid tuition balance. Families moving out of the service area of the school, as defined by a sixty-mile radius from the school, is entitled to a prorated refund of unused tuition not to include the non-refundable \$55 Registration Fee.

3. The student's continuing enrollment is at all times subject to parent agreeing to comply with the school's rules and policies as set forth in the Parent Handbook, as amended from time to time and parents will be notified of all amendments 30 days in advance.
4. School reserves the right to discontinue the student's enrollment or not to re-enroll the student if the school reasonably concludes in its sole discretion that the actions of the student or of his or her parent (or guardian) reflect poorly upon the school, or make such a positive and constructive relationship impossible, or seriously interfere with the school's accomplishment of its educational purposes. The decision of the school in this regard shall be final and shall not relieve the undersigned of any financial obligation hereunder, including, but not limited to, the obligation to pay the unpaid balance of the tuition.
5. Documentation will be held for students and will not be released by the school until all unpaid tuition and fees are received.
6. The terms and provisions of the tuition schedule included in this contract must be completed.
7. This contract constitutes the entire agreement between the parties. If any clause of this contract is determined to be void or otherwise unenforceable, the remaining provisions shall survive.
8. Arizona shall govern this contract and venue for its enforcement shall lie in Maricopa County, Arizona. This contract may only be modified by a written agreement signed by the parties hereto. This contract supersedes all prior written or oral agreements between the parties.

Collection Policy:

- Day 2 late tuition will receive an email of outstanding tuition and late fees are due.
- Day 3 if tuition is not paid parent will receive a demand for payment
- Day 7 parent will receive a termination notice informing them child cannot return until tuition is paid in full.

Please sign below indicating you have read and will comply with the policies listed above.

(Print Name)

(Parent Signature)

(Date)