

TUITION PAYMENT POLICY 2019 – 2020 SCHOOL YEAR

REGISTRATION:

- A \$100.00 *non-refundable* fee per family is due at the time of registration.
- A parent or guardian *must* sign the tuition payment agreement on the registration form in order for your child's registration to be complete.

PAYMENT OPTIONS:

1. Annual Payment. Tuition for the 2019-2020 school year may be paid in one lump sum, due by **June 1, 2019**.
2. Monthly Payments. For your convenience, the annual tuition is divided into ten (10) monthly payments. There will be a \$10.00 monthly administration fee added to each tuition payment. These payments are due by the 1st of each month, beginning **June 1, 2019**, with the last payment due on **March 1, 2020**.
 - If paying monthly, you will receive a coupon book. One coupon should be enclosed with each payment. All payments should be mailed to the address listed in the coupon book, or brought to the Steeple School office.
- Late Payments. Payments received after the 10th of each month are considered late. A \$15.00 late fee will be assessed on *any* payments received after the 10th of the month.
 - If you are unable to make your monthly payment on time, please contact Lynne Miner, Director immediately to discuss payment options. If your account becomes sixty (60) days past due, your child will be subject to withdrawal until the past due amount has been paid.

DISCOUNTS

- When two or more children from the same family are enrolled at Steeple School, a 10% reduction will be applied to the lesser tuition bill.

RETURNED CHECKS

- A \$25.00 charge will be assessed for any check that is returned to Steeple School by the bank.

WITHDRAWAL

- The first monthly tuition payment is *non-refundable*.
- Any additional refund will be determined by the Board of Directors.
- If, during the course of the year, it becomes necessary to withdraw your child from Steeple School, two (2) weeks written notice is required. A withdrawal form is provided in the back of your coupon book. Any refunds due will be applied within ten (10) business days of receiving the withdrawal notice.

In-house _____
Alumni _____
Current Trinity Church Member _____

Website _____
Open House _____

Boy _____
Girl _____

STEEPLE SCHOOL REGISTRATION FORM 2019-2020

Child's Name _____ Date of Birth _____

Parent #1 _____ Parent #2 _____

Home Address _____ (Street) _____ Home Address _____ (Street) _____

(P.O. Box)

(P.O. Box)

Telephone _____ (Town) _____ (Zip Code) _____

Telephone _____ (Town) _____ (Zip Code) _____

Cell phone _____

Cell phone _____

Email _____

Email _____

Child's Address _____

Please indicate your **first, second** and **third** class choices:

MORNING CLASSES.....8:45-11:45 AM
AFTERNOON CLASSES.....12:30-3:00 PM

PLAYGROUP: Child must be 2 by 9/1/19

___ 2 day AM (Mon., Wed.).....\$2835.00

___ 2 day AM (Tues., Fri.).....\$2835.00

NURSERY: Child must be 3 by 9/1/19

___ 2 day AM /Step-Up*(Mon.,Thurs.)...\$2575.00
(*Option to add Wed. additional.....\$136./mo.

___ 2 day AM (Tues., Fri.).....\$2575.00

___ 3 day AM (Mon., Wed., Thurs.).....\$3935.00

PRE-KINDERGARTEN: Child must be 4 by 9/1/19

___ 3 day AM (Mon., Wed., Thurs.)...\$3825.00

___ 4 day AM (Mon.-Thurs.).....\$4915.00

___ 5 day AM (Mon.-Fri.).....\$5725.00

___ 3 day Split AM/PM.....\$3390.00

(Mon.-PM, Tues., Fri.-AM)

** Class cancellation will apply if enrollment is under eight (8) children.

ENCLOSE \$100.00 REGISTRATION FEE PER FAMILY (NON-REFUNDABLE): ___ CASH ___ CHECK
(Please make check payable to **Steeple School**). # _____

Tuition Payment Agreement

I have received and read a copy of the 2019-2020 Steeple School Tuition Payment Policy. I agree to the terms of that policy.

Parent's Signature

Date