

UNITED COMMUNITY EARLY LEARNING CENTER PAYMENT AGREEMENT

***** ALL TUITION and FEES are due in ADVANCE of receiving care*****

By reviewing and signing this document, you agree to and accept responsibility for the United Community ELC Center Tuition Payment Terms.

Directly following your Payment Categorization and Schedule determination by a United Community ELC Center Administrator, please **INITIAL** where indicated and provide your **PRINTED NAME** followed by your **SIGNATURE** and the **DATE** of agreement.

**You will be provided with a copy of this agreement.*

TUITION PAYMENT CATEGORIZATION & SCHEDULE:

*Payment may be made in the form of a Check, Money Order, or by Credit Card.

____ **FULL Fee**

(Initials)

At the RATE of

_____ **WEEKLY**

_____ **MONTHLY**

***Monthly Fee reflects your weekly rate X average # of weeks/month (4.33)**

(Initials)

OR-----

____ **ALL OTHER RATES (subsidized)**

(Initials)

At the RATE of

_____ **MONTHLY**

(Initials)

PAYMENT TERMS AND FEES:

____ **Weekly** payments are due no later than 6 pm Friday of the week prior to receiving
(Initials) care.

____ **Monthly** payments are due by 6 pm on the last business day of the month prior to
(Initials) receiving care.

Late Payment and Disenrollment

(Initials) The Center must disenroll a student due to non-payment of tuition. Written notification will be provided within 2 business days of a missed payment. The notice will indicate your new balance inclusive of the weekly or monthly late fee. If payment is not received within 2 business days of notification, your child will not be accepted

for care the following day. If applicable, the United Community ELC Center is required to notify the Office for Children if a family participating in the CCAP fails to pay tuition.

(Please See Reverse for Continued Terms and Agreement Signature)

Enrollment and Tuition Fees

(Initials) **\$100 Initial Registration Fee** (per child)
\$100 Annual Registration Fee, due each September
\$10 Late Fee (Weekly Rate)
\$40 Late Fee (Monthly Rate)

Withdrawal

(Initials) Two weeks written notice is required for disenrollment. If adequate notice is not given, the center will charge tuition for those two weeks. Accounts must be paid in full upon withdrawal. Accounts not paid upon leaving the center will be forwarded to a collection agency. The center is also required to notify Office For Children (OFC), if the family participates in that program.

Transition Rate Change

(Initials) **The tuition rate will change when your child transitions to another classroom and you will be asked to complete a new United Community ELC Center Payment Agreement that reflects this new amount.**

Late Pick Up Fee

(Initials) In the event of a late pick up (any time past 6pm) you will be assessed a late fee. \$20 for the first 5 minutes and \$5 for each additional minute will be charged **per child**.

I agree to and accept responsibility for the United Community ELC Center Tuition Payment Terms for:

CHILD'S NAME: _____

CLASSROOM ASSIGNMENT: _____

PARENT/GUARDIAN NAME (PRINTED): _____

PARENT/GUARDIAN SIGNATURE: _____

UCM ELC Center Administrator: _____