

# NCUMP

Newport Center United Methodist Preschool

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## Student Enrollment Contract Pre-K & Transitional Kindergarten Programs 2022-2023

Child's Name \_\_\_\_\_ Program \_\_\_\_\_ Family # \_\_\_\_\_

### PROGRAMS FOR THE 2022-2023 ACADEMIC SCHOOL YEAR

<u>Check Program</u>	<u>Program</u>	<u>Days of Week</u>	<u>Hours</u>	<u>Annual Tuition</u>	<u>20% Down</u>
—	PreK Ext.	Mon./Wed./Fri.	9:00-2:00	\$10,500	<b>\$2100</b>
—	PreK Ext.	Mon.-Fri.	9:00-2:00	\$13,200	<b>\$2640</b>
—	TK	Mon.-Fri.	9:00-2:00	\$13,200	<b>\$2640</b>

**THE FOLLOWING IS DUE AT THE TIME OF REGISTRATION: \$175 registration Fee for first child (\$75 for each sibling attending the same school year), down-payment equal to 20% of the annual tuition of your child's program and a signed contract. (Material Fees included)**

**PAYMENT SCHEDULE AND TERMS OF PAYMENT:** All programs are charged by the ANNUAL TUITION of the program. There are two payment options available.

- You can pay in full by check or cash and receive a 3% discount off the total.
- You can pay a 20% down payment at the time of Registration and then the balance can be paid without interest in 8 equal monthly installment payments beginning in August 2022 and ending in March 2023.

With the monthly installment option, payments are due on the 1<sup>st</sup> of each month through and including March 2023. Payments not received by the 10<sup>th</sup> of the month are delinquent and subject to a 10% late fee. If the payment including late fee is not received by the 15<sup>th</sup> of the month, the child's enrollment can be terminated.

You may pay the balance on your account in full by August 1, 2022 **by check** and receive a 3% discount.

### **WITHDRAWAL AND REFUND POLICY:**

1. The registration fee of \$175 is non-refundable.
2. With written notice on or before 12:00 noon on March 31, 2022, the entire down payment is refunded.
3. With written notice on or before 12:00 noon on April 28, 2022, 50% of the down payment is refunded.
4. If you make the August 1, 2022 installment payment and withdraw on or before 12:00 noon on August 22, 2022, the August installment payment is refunded.
5. If your account is current, and you withdraw prior to the end of a month between September 1, 2022 and March 1, 2023, 50% of the down payment is applied to the following month and 50% is refunded.
6. No refunds after March 1, 2023.

**The tuition for all NCUMP programs is an annual fee for the entire school year. The payment options are defined above. There will be no pro rata refunds or credits for days that NCUMP is closed for any reason. This applies to health and safety closures or Acts of God.**

**Parent's Initials: \_\_\_\_\_: By initialing, I confirm that I have read and understand the WITHDRAWAL AND REFUND POLICY AND that all NCUMP program fees are quoted on an ANNUAL TUITION basis.**

**All withdrawals must be in writing.** It is the Parent's responsibility to confirm that the written withdrawal notice is received by the Preschool Office. As a condition of the enrollment of my child in the Newport Center United Methodist Preschool (NCUMP), the undersigned consents to and will comply with the policies set forth above and in the Parent Handbook.

**SIGNATURE OF THE PERSON WHO IS FINANCIALLY RESPONSIBLE FOR THE PAYMENT OF THE FEES OUTLINED ABOVE:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_ Date Signed \_\_\_\_\_