



CDLC TUITION PAYMENT POLICY

PAYMENT OF TUITION:

Tuition may be paid:

- Annual amount paid in full by check or cash before August 1 to receive a pre-payment discount of 2%
- In nine (9) equal monthly installments (Payment due by the 1st of each month August - April)
- A non-refundable registration fee will be paid at the time of registration

Monthly electronic payments are encouraged, as they reduce administrative costs for CDLC. Forms are emailed to registered families in July, may be requested in the CDLC Office, or found on our website.

A spot in the class is reserved for your child. Therefore, even if your child is absent from preschool for any reason (including family vacation or illness), tuition will still be due. If CDLC needs to close for health reason or other unforeseen events, CDLC will switch to virtual learning. Tuition will still be due. A notice of 30 days is required to withdraw a student during the school year, and tuition is due for that period of time.

No student will be allowed to begin the new preschool year without having made the appropriate payments, based on the chosen payment plan.

DELINQUENT ACCOUNTS:

No allowance is made in the CDLC budget for uncollectible tuition. Unpaid balances impact the resources available to CDLC to provide a high quality education for all children.

1. When payment on any account is delinquent, the CDLC Office Manager will send a notice to the family and at 30 days delinquent the Director will be notified.
2. When payment on any account is more than 60 days delinquent, the student may be asked to withdraw from CDLC until the account becomes current.
3. When tuition remains outstanding at the end of a preschool year, the child may not be registered for the next preschool year until all past due amounts are paid.

Child's Name _____

This form must be signed by a parent or legal guardian!

Signature _____ Date _____