

Tuition Agreement between Stallings UMC Preschool and Families

Payment Policies:

1. The registration fee for all enrolled children is NON-refundable.
2. **The first tuition payment is due May 16, 2022.** Remaining tuition payments will be due before or on the first of each month or the first Monday of the month (if the first is a weekend date) from October to May 2023.
3. A late fee of \$25 will be assessed to the account if payment for tuition is not received by the end of the preschool day (12:30pm) each month. If not paid within 3 days - a charge of \$10 per day will be assessed.
4. If tuition is late for one-month overdue arrangements must be made with the director or there will be immediate dismissal.
5. Refunds and Withdrawals- *Tuition payments are non- refundable.* If it becomes necessary to withdraw during the school year, families must inform the director by email or/ and in written notice providing **30 days advance notice** prior to the next month's tuition payment.
6. In the event of unforeseen school closure, payments will remain non-refundable. As per our normal illness policies, families are expected to continue regular tuition payments. Our teachers are to be paid under contract for the 9-month school year.
7. The online payment with VANCO directions are :
 - Go to Church Website : stallingsumc.org
 - Tab onto Preschool
 - Scroll down to Tuition
 - Set up your Vanco account with your payment to PRESCHOOL funds.
 - Make your payment date on the 1st of each month, September 2022 - April 2023, if you made a payment in May 2022.

- Otherwise, payments are due September - May.
- Please Note if you go to Payco- you are in the wrong online system.
- VANCO is the system for preschool payments. Thanks so much!

Child's Name _____

Parent or Legal Guardian _____

Signature _____

Date _____