

## PLEASE SIGN AND RETURN TO OFFICE

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### *Payment Procedure - Tuition Policy*

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- Tuition is due in full on or before the 1<sup>st</sup> of the month.
  - Monthly paid tuition received after the 5<sup>th</sup> will be charged a late tuition fee.
  - We do not send out monthly bills.
  - Parents understand and agree that there is no reduction in fees for absences due to vacation, illness, holidays, and snow days.
  - If tuition is unpaid by the end of the current month, services may be denied for the next month(s).
  - All Fees are Non-refundable
  - Part-Time Enrollees: Due to high demand for full-time spots, your part-time enrollment may be re-evaluated on a semi-annual basis.
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### *Return Check Policy*

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There is a \$35.00 return check fee. The return check fee and any applicable late fees must be paid within one (1) week of receiving notification from the school. A tuition payment that is past due because of a returned check is due upon receipt of written notification. St. Joseph's reserves the right to request payment of tuition, late fees and return check fees by certified check, money order or cash.

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### *Late Fee*

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A late payment fee of \$50.00 will be assessed for tuition payments that are received after the 5<sup>th</sup> day of each month. If you put your payment in the box on the sixth (6<sup>th</sup>) day of any month, you are making a late payment and need to include the late fee. Weekly tuition paid after Monday will be charged a weekly late fee of \$15.00.

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**By signing, I am acknowledging that I have received and understood St. Joseph's Tuition and Fees information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ (Please print clearly)