

# Troy City Schools

## 2016 - 2017

### Pre-K Program Tuition Policy

#### Tuition

To reserve a spot for their child, parents will be required to pay a deposit fee of \$100.00 in advance. **The registration deposit will be applied against the parent's final bill at the end of the year.**

A full year tuition will be \$3,850.00 for the school year including the \$100 initial deposit. A schedule of tuition payments is provided below for parents to plan and prepare for their monthly payments. Parents who enroll their child in this program are responsible for ensuring that payments are submitted to the school system on a timely basis.

**It must be understood that to hold your child's place in the program payment must be made in accordance with the schedule below whether your child attends full time or not.**

#### Tuition Schedule for 2016-2017

Each child's tuition is an ongoing fee, which must be paid in advance by the date scheduled below. To enable planning and staffing by the school system to provide these services all tuition must be collected when due.

**ALL TUITION MUST BE PAID ON THE FIRST OF EACH MONTH (or 1<sup>st</sup> business day if the first of the month falls on a weekend) FOR THE MONTH DUE AS SHOWN ON THE SCHEDULE BELOW:**

<b>MONTH</b>	<b>AMOUNT DUE</b>	<b>DATE DUE</b>
August	\$220.00	August 10, 2016
September	\$440.00	September 1, 2016
October	\$440.00	October 1, 2016
November	\$440.00	November 1, 2016
December	\$330.00	December 1, 2016
January	\$440.00	January 5, 2017
February	\$440.00	February 1, 2017
March	\$330.00	March 1, 2017
April	\$440.00	April 1, 2017
May	\$230.00 (*)	May 1, 2017
<b>(*)Deposit will be applied</b>		

Parents are encouraged to make payments in the form a check or money order. School staff does not keep change available for your payment if cash is used. A receipt for payment will be prepared by the office staff and given to the parent to provide proof of payment. **Parents should keep all receipts as their proof-of-payment. No end-of-year statement will be issued.**

Employees of Troy City School System will have their tuition deducted from their paycheck for the coming month. (Example: tuition for October deducted from September paycheck).

### **Penalty Charges**

A Late Payment Penalty of \$25.00 will be charged to all accounts not paid in full by end of the first week of each month. Troy City Schools may discontinue services if tuition is two weeks or more delinquent.

**LATE PICKUP FEES** will be charged if a student is picked up after operating hours. The operating hours for Troy City Schools Pre-K Program are from 7:15 a.m. until 5:30 p.m., Monday through Friday.

If you pick your child up after 5:30 p.m. parents will be charged \$25.00 for every 15 minutes after that time. Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.

### **Returned Check Fees**

Any checks returned to Troy City Schools by our bank will be billed for the \$35.00 service charge. When the Center receives three or more returned checks from a client, we will no longer accept checks as a method of payment from that client. Returned checks must be paid out before another check is taken.

### **Delinquent Accounts**

If accounts are two weeks or more delinquent, Troy City Schools may discontinue services. Parents will be notified, by written letter, from the Principal prior to this procedure.

### **Withdrawal Policy**

If a parent decides to withdraw from the program, a two weeks notice is required. Any parent failing to do so, will be charged their normal tuition rate for two weeks.