

STATEMENT OF FINANCIAL POLICY

The **Registration Fee** and **December, 2008, tuition** are both due with the **Application** for admission to SFYC. These fees confirm registration and hold a place for the child. After confirmation, the Registration Fee is not refundable.

The following is the policy regarding refunding of the December advance tuition:

1. December advance tuition fees will be refunded unconditionally only to those families who move out of Guilford County prior to June 1st if a school director is so notified in writing prior to June 1st.
2. For other withdrawals prior to August 1, December advance tuition fees will be refunded only when and if the vacancy is filled by the first day of school. Notification must be in writing.

Registration Fee: \$75.00 for the first child in the family
\$50.00 for each additional child

After January, 2009, the registration fee will be reduced to \$50 for children registering for the remainder of the school year.

Tuition: The amount of tuition, determined by the class in which the child is enrolled, appears on the top of the Application form.

Tuition paid by personal check or money order should be dropped in the tuition box in the SFYC office. If tuition is paid in cash, the parent is responsible for handing the money to a director and obtaining a receipt. Please bring the correct amount because the office does not keep money on hand to make change. At no time should cash be left in the tuition box. Parents will be responsible for misplaced or lost cash tuition without a receipt.

Returned Check Policy: The SFYC will not accept payment by personal check after a check from the account has been returned for non-sufficient funds. Payment may be made by bank check, money order or cash.

Late Payment: Monthly tuition is due by the first of each month beginning with September and ending with May (except December). The School for Young Children Committee has adopted the following policy regarding late tuition payments, which will be strictly enforced: "Annual tuition is divided into nine equal payments for the convenience of the parents. If tuition is received after the 10th of the month, a late fee of \$10.00 will be charged and if it is received after the 15th of the month, a late fee of \$15 will be charged.

In extenuating circumstances, if the family is unable to pay tuition, it is requested that they make an appointment with a director so that a satisfactory arrangement can be made. Failure to comply may result in student dismissal and the student will not be readmitted until tuition and late fees are paid in full.

Withdrawals: Parents must notify the child's teacher and a director at least two weeks in advance of withdrawal date. If this is not adhered to, a full month's tuition for the month in which the child is withdrawn will be required.

We would appreciate knowing how you found out about SFYC:
