

St. Elizabeth's Episcopal Preschool 2025- 2026 Financial Contract

All parents, guardians and other responsible persons should read all of the provisions of this Contract, complete the required information, sign and return the Contract accompanied by the Non- Refundable Registration Fee of \$200.00, the Registration Packet, and the Parent Handbook. A child's place is reserved only when the Contract and appropriate fees have been delivered to the school. A copy of the accepted Contract will be returned upon your request. No amendment to this Contract and no alteration or addition to the printed terms will be effective.

In consideration of the acceptance of this Contract by St. Elizabeth's Episcopal Preschool, the undersigned agree to pay the required REGISTRATION FEE and TUITION FEE and be bound by the provisions of this Contract.

Enrollment is conditioned upon the following terms:

- A non-refundable Registration Fee must accompany the application and this Contract. The Registration Fee of \$200.00 reserves your child's place in our Program and is used as a Supply / Art Supply Fee for the school year.
- Tuition payments must be received on or before the due dates as outlined in the Parent Handbook (beginning of the school year). Tuition payments are due the first week of the month. There will be a late fee of \$10.00 assessed if tuition is not received.
- A fee of \$40.00 will be assessed for all tuition returned for insufficient funds. Collection agency fees, court fees, or any other professional fees involved in collecting unpaid balances will be charged to the parent. The School is entitled to reimbursement for any attorney's fees and costs incurred in the collection of any unpaid balance.
- The obligation to pay tuition and fees in accordance with school policy is unconditional. Tuition must be paid even when the student is absent due to vacation, illness, or when the school is closed for specific holidays or emergency school closures.
- At the beginning of the school year, the **FIRST AND LAST months' tuition is DUE regardless of when the child enrolls in the program.** Upon the completion of the school year, the last month's tuition (May) will be considered paid. If a child withdraws from our program **WITHOUT** 30 day written notice, the last month's tuition will NOT be refunded. If we are given the proper 30 day written notice of withdrawal, the tuition for the LAST month will be reimbursed.
- If you have selected the PAY IN FULL option for the school year and you withdraw your child from SEEP, you will be reimbursed the non-discounted price because you did not fulfill the contract. (PAY IN FULL option has 5% off tuition)

Child's Name:

Class:

PAYMENT PLANS: Please indicate which plan is best for your family.

____ **PLAN A** : (lump sum payment) Due on or before August 1st. This is payment for the entire School year with a 5% discount. (Deadline for 5% Discount for Full Pay is by September 1st)

____ **PLAN B**: Monthly payment via online Quickbooks invoice (Payments will be emailed the 25th of the month prior to 1st due date)

Signing this Contract indicates acceptance of the above terms. It also indicates acknowledgement of this contract with St. Elizabeth's Episcopal Preschool. Herein referred to as "School".

Date _____ Signed _____

Relationship to Child _____
(Parent / guardian or responsible person)