



### Payment Policy Agreement

Monthly payments are due to Colonial School by the fifteenth day of each month. If **full** payment is not received by the fifteenth day of the month, your account will be assessed a \$25 late fee. In the event payment is not received on time, you will be contacted and asked to make payment arrangements. If a balance is in arrears for 15 days, a payment plan must be arranged. Failure to resolve unpaid balances within 30 days will result in dismissal from the program and your account being turned over to a collection agency.

You will be billed for monthly tuition and prepaid unlimited use Extended Day Program at the beginning of each month. We gladly accept ACH (automatic withdrawal from checking/savings), credit cards, checks and cash. Please make checks payable to Colonial School. Please include your child's name and the month for which you are paying on your check. A \$25.00 fee will be charged for any returned checks; future payment by check will not be accepted until account balances are settled.

You will be charged a one time "activity fee" charge of **\$50.00** on your first month's bill.

For this school year, we will be charging a one-time Pandemic fee of \$200.00 on your first month's bill.

You may withdraw your child from the program at any time, however we ask for the courtesy of a 2-week notification. Your monthly tuition will be prorated if a 2-week notification is given. There will be no adjustments to tuition without a 2-week notification.

A 10% tuition (only) discount will be given for 2 or more children in the same family.

No refunds will be given for illness, vacation, or snow days. Missed days will not be made up.

Colonial School is a non-profit subsidiary of Community First Solutions. We are responsible for operating on a fiscally sound basis and meeting our annual budget. We rely on timely payments from you in order to fulfill our commitment to all families.

I \_\_\_\_\_ have read and agree to comply with the Colonial Schools payment policy. I understand that payment in full is due by the fifteenth day of each month beginning September 15, 2020 and ending May 15, 2021 for a total of 9 payments.

Monthly payments may include charges in addition to tuition such as extended day program and late fees and are included in the balance due.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name