



# EXTENDED DAY PROGRAM

## Summer Program Tuition and Fee Policies

### SUMMER PROGRAM TUITION AND FEE POLICIES:

- Tuition and fees are payable by cash, check, money order, or via Tuition Express (Visa/MC).
- Nonpayment or continued untimely payment of tuition/fees will result in termination.
- The Program is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment. The Program is not responsible for payments sent in students' backpacks or left at the school office.
- Payments made by swiping a credit/debit card at the program's Check-in station are processed immediately. Payments made online via tuitionexpress.com have a processing time of up to three business days. In order to avoid the assessment of late payment fees, payments made online at tuitionexpress.com should be made in advance to account for processing time.
- The Program reserves the right to require payment by cash or money order.
- Students may not transfer to another CPSB Extended Day Program, re-enter any Program, change status to drop in or continue in program with a balance due.

#### REGISTRATION

- Registration requires completion of all registration forms and payment of a nonrefundable registration fee. Monthly tuition will be pro-rated when registering in the program mid-month. The pro-rated rate will be calculated multiplying the daily rate [(\$18 (first child) \$11 (additional child))] by the number of days that the child will be registered. The student's Extended Day balance from the school year must be paid in full prior to enrolling in the summer program. A student may not have a balance due at any CPSB Extended Day Program prior to enrolling in the summer program.

#### MONTHLY TUITION

- Monthly Tuition is due on the first of the month. Tuition in full must be received by 6:00 p.m. on the 20th of the month to avoid assessment of a late payment fee, per student, even when the student is not in attendance. If all past due balances and fees are not paid by the 20th of the month, students will not be permitted to re-enter the program until past due balances are paid in full.
- Monthly tuition is not prorated for short weeks, acts of God or circumstances beyond our control, or when termination occurs on any day of the month.
- Accounts are billed monthly, regardless of student attendance.
- When termination occurs during any part of a month, unused monthly tuition is nonrefundable. The parent is responsible for signing a Termination Form in order to withdraw from the program and stop monthly billing.
- To accommodate for summer vacations, any week that a student is absent for a full week (Monday - Friday), the account will be credited at the weekly rate of \$90 (first child) and \$55 (additional child). This weekly credit will be limited to two (2) weeks over the summer program with one week credit allowed in June and one week credit allowed in July. Partial week absences will not be credited. For staffing purposes, we request that parents notify the Site Director of scheduled vacations in advance. (Credits will be refunded at the end of the summer program, or the parent may opt to apply the ending credit balance to the school year.)

#### DROP IN TUITION

- A late payment fee is assessed when payment is not made at the time the drop in service is utilized. Students may not utilize the drop in service if any past due balance is unpaid.
- Pre-paid drop in tuition for days when no attendance occurred will not be refunded.

#### LATE PICK UP FEE

- All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m., a late pick-up fee will be assessed, per student, for every 10 minute interval or portion thereof. Late pick-up fees are due immediately at the time of the occurrence. Repeated late pick-ups may result in termination from the program.

#### TUITION STATUS CHANGE

- A tuition status change may be made one time during the summer program and only if there is no past due balance on the account. Changes in tuition status will require signing the Status Change Form. Additional status changes will incur an additional registration fee (\$30), per child. Status changes to drop in will not be considered for any student who has a balance due.